**EMPLOYMENT OFFER**

**{{COMP*ANY\_NAME}}***

Date: {{DATE}}

{{CANDIDATE\_FULL\_NAME}}

{{STREET\_ADDRESS}}

{{CITY}}, {{STATE}} {{ZIP\_CODE}}

RE: Offer of Employment - **{{POSITION}}**

Dear {{CANDIDATE\_FULL\_NAME}},

We are pleased to extend an offer of employment for the position of {{POSITION}} in our {{DEPARTMENT}} department.

Employment Details:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic Information:**   |  |  | | --- | --- | | Position: | {{POSITION}} | | Department: | {{DEPARTMENT}} | | Start Date: | {{START\_DATE}} | | Reports To: | {{MANAGER\_NAME}} | |
| **Compensation:**   |  |  | | --- | --- | | Base Salary: | ${{BASE\_SALARY}} per year | | Sign-on Bonus: | ${{SIGNING\_BONUS}} | | Equity Grant: | {{EQUITY\_SHARES}} shares | |

**Relocation Assistance:**

{{IF\_RELOCATION}}You are eligible for a relocation package of ${{RELOCATION\_AMOUNT}}. This includes moving expenses and temporary housing for {{RELOCATION\_DAYS}} days.{{END\_IF\_RELOCATION}}

You will receive {{PTO\_DAYS}} days of PTO annually.

Please respond by **{{RESPONSE\_DEADLINE}}**.

Sincerely,

{{HR\_NAME}}

{{HR\_TITLE}}

{{COMPANY\_NAME}}