

## OFFER LETTER

Dear \_\_\_\_\_ :

We are pleased to extend to you an offer for the position of \_\_\_\_\_ for our office at \_\_\_\_\_ . Your qualifications have impressed us and we believe that you will be an excellent addition to our team.

As discussed, you will be working on a \_\_\_\_\_ hour per week basis with a gross annual base pay of \_\_\_\_\_ , payable on bi-weekly basis. You will have an annual paid vacation leave credits of \_\_\_\_\_ and sick leave credits of \_\_\_\_\_ , among other benefits.

Part of your duties as \_\_\_\_\_ shall be as follows;

Upon your acceptance of this letter, in order to fulfill our obligation arising from the legislation, you will be requested to proceed to a pre-employment health control to be conducted in the company's medical facility at the 3rd-floor medical clinic. This offer will expire on \_\_\_\_\_ .

Please feel free to give me a call at \_\_\_\_\_ or send an email at \_\_\_\_\_ if you have any questions. We are looking forward to having you on-board!

Sincerely,

**Signature:**

As of the date of \_\_\_\_\_ ,  
this job offer letter is accepted.

\_\_\_\_\_



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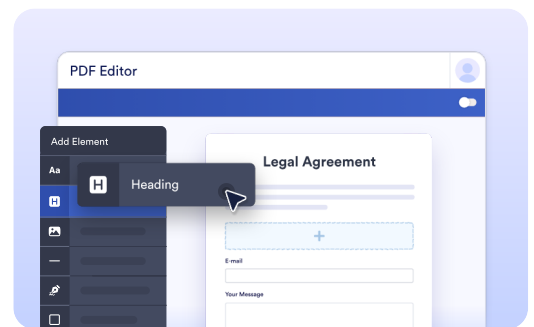
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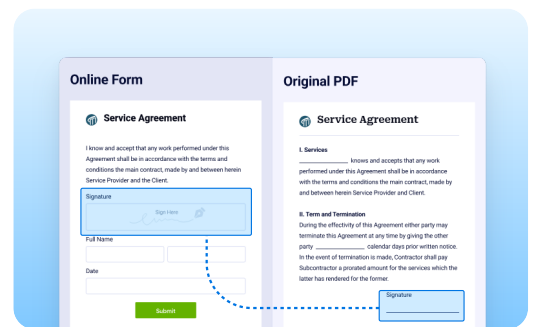
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