**Employment Offer Letter**

From,

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To,

Thomson Freza

334-98St. Thomas Church Texas, USA

Subject: ( ) Dear Thomson Freza,

[Company name] is pleased to offer you the position of [job title] starting from [date]. We are confident that your skills and experience will be a perfect fit for our company.

As discussed, the office timings will be from [start time] to [time]. you will be reporting [name] from your day 1 and your starting salary will be [amount]. Your employment terms include full medical coverage for you and your dependent family. the employee benefits health plan will be effective from [date]. You are also entitled to dental and optical insurance. [Company name] also offers a paid vacation time of [days] every year along with [number] personal and [number] sick leaves respectively. We also have an employee retirement plan which begins 90 days after your start date.

If you choose to accept our offer of employment, please sign and send the copy of this letter on [address]. We would like to have the signed copy by [date]. Once we receive the acknowledgment, we will send you the employment forms and handbook which has all the details about our plans and policies.

If you have any query please feel free to ask me anytime.

Sincerely,

(Your Signature) Veronika Samson (Your Designation)