

Offer Letter for Employment

Date: February 29, 2024

Jane Doe

123 Maple Street
Anytown, AT 12345

Dear Jane Doe,

Subject: Offer of Employment at Innovatech Solutions

We are pleased to extend to you the offer of employment for the position of **Software Engineer** at Innovatech Solutions, located at 456 Tech Park Drive, Anytown, AT 12345. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

Start Date: Your start date will be April 10, 2024, at 9:00 am.

Position: As a Software Engineer, you will report directly to the Head of Development, Mr. John Smith, and your primary duties will include developing software, collaborating with the team on projects, and contributing to product innovation.

Salary: Your starting salary will be \$85,000 per annum, payable in bi-weekly installments of \$3,269.23 before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

Please sign and date this letter as an acceptance of our offer and return it to us by [Offer Expiry Date]. Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Innovatech Solutions. Should you have any questions about the offer or the next steps, please do not hesitate to contact me directly at (123) 456-7890 or by email at hiring@innovatechsolutions.com.

Welcome to Innovatech Solutions!

Sincerely,

[Your Signature]

Alex Johnson

HR Manager

Innovatech Solutions

Enclosures: Employment Package Forms

[Your Name] [Date]