

Salary Offer Letter

Roxanne Harrington

Head of Talent Acquisition

Creative Dynamics LLC

890 Creativity Blvd

Design City, DC 32109

[Date]

Seth Simpson

678 Inspiration Lane

Motivation Village, MV 98765

Dear Seth Simpson,

I am thrilled to offer you the position of Graphic Designer with Creative Dynamics LLC. We have been impressed with your creativity, portfolio, and passion for design during the interview process, and we are excited to have you on board.

Position: Graphic Designer

Start Date: [Start Date], or as otherwise agreed

Salary: Your starting salary will be \$60,000 per year, which equates to bi-weekly payments of \$2,307.69 before deductions and withholdings.

Benefits: You will receive a benefits package that includes health, dental, and vision insurance, a 401(k) plan with a 5% employer match, three weeks of paid vacation, and flexible working hours.

Bonus: An annual bonus opportunity of up to 5% of your annual salary based on personal and company performance.

This offer is conditional upon your passing our standard pre-employment checks, including but not limited to a background check.

Please confirm your acceptance of this offer by signing and returning this letter by [Offer Expiration Date]. We are confident you will bring great energy and impact to our team and look forward to the possibility of you joining us.

Should you have any questions or require further clarification on any aspect of this offer, please feel free to reach out to me directly.

Congratulations, and welcome to the Creative Dynamics LLC family!

Warmest regards,

[Signature]

Roxanne Harrington
Head of Talent Acquisition
Creative Dynamics LLC