September 17th, 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Re: Offer of Employment

I am very pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ This is a full-time, permanent position with a start date of September 17th, 2022.

You will be working at our premises at \_\_\_\_\_\_\_\_\_\_.

Your starting salary will be $\_\_\_\_\_\_\_\_\_\_ per year. Your salary will be payable every two weeks, less required deductions.

As an employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you will receive two of paid vacation per year, pro-rated for your first year if applicable. Vacation will be agreed in advance for such time or times as are mutually convenient between the employer and the employee.

We look forward to having you join our team and look forward to your response. Should you have any questions please do not hesitate to contact me by phone at \_\_\_\_\_\_\_\_\_\_\_\_ or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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