



ACME Corporation

100 Innovation Drive, Suite 500, San Francisco, CA 94105
+1 (415) 555-0100 | contact@acme-corp.example

OFFER OF EMPLOYMENT

2025/03/20

Dear [Marcus Williams](#),

We are pleased to extend this formal offer of employment. Please review the following terms carefully. We look forward to welcoming you to our team.

Position Details

Sales Representative

Department: [Sales](#)

Level: [Junior](#)

Employment Type: [Full-time](#)

Work Location: [Chicago, IL](#)

Start Date: [2025/04/14](#)

Compensation

Base Salary: [55000.00](#) USD per month

Annual Compensation: [660000.00](#)

Signing Bonus: [0.00](#)

Benefits Package

Package: [Bronze](#)

Health Insurance: [Basic](#)

Dental: [false](#)

Vision: [false](#)

PTO Days: [10.0](#)

Learning Budget: [500](#)

Stock Options: [false](#)

Retirement Match: [3%](#)

Employment Terms

Your employment with the Company is at-will, meaning that either you or the Company may terminate the employment relationship at any time and for any reason, with or without cause or advance notice. Nothing in this offer letter creates or implies a contract of employment for a specific term.

This offer is contingent upon successful completion of a background check and reference verification, as well as your execution of the Company's standard Confidentiality and Intellectual Property Assignment Agreement prior to your start date.

By accepting this offer, you confirm that you are not bound by any non-compete, non-solicitation, or other agreement that would restrict your ability to perform the duties of this position.

Hiring Manager: Sarah Mitchell

This offer is valid until **2025/04/03**.

On behalf of the Company:

Sarah Mitchell

Hiring Manager / HR Representative

Candidate Acceptance

I, **Marcus Williams**, accept this offer of employment on the terms and conditions set forth above.

Marcus Williams

Candidate Signature & Date

Email: marcus.williams@email.example

Phone: +1 (312) 555-0174