

Job Offer Letter

Date: [Insert Date]

To,

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of [Job Title] at [Company Name]. We were impressed with your skills and experience and believe you will be a valuable addition to our team.

Your position will be remote, allowing you to telecommute from your location. Your expected start date is [Start Date], and your initial salary will be [Salary] per [hour/month/year].

As a telecommuting employee, you will be expected to be available during our core business hours of [Business Hours] and maintain communication via [Communication Tools]. Additionally, you will receive [Benefits] as part of your employment.

Please send us a signed copy of this letter by [Response Deadline] to confirm your acceptance of the position.

We look forward to welcoming you to the team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Information]