

Job Offer for Relocation with Flexible Work Arrangements

Date: [Insert Date]

Dear [Candidate's Name],

We are excited to offer you a position as [Job Title] at [Company Name]. Due to our recent office relocation to [New Office Location], we are thrilled to have you be a part of our growing team.

As discussed, your starting salary will be [Salary Amount] per annum, along with the following benefits:

- Health insurance
- Retirement plan
- Flexible work hours
- Remote work opportunities

Your official start date will be [Start Date], and we would like to schedule an onboarding meeting to discuss your role and our flexible work arrangements.

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We look forward to welcoming you to the team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]