

Candidate

Hiring Contact

Candidate Address

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Dear

Congratulations! is proud to extend an offer to you for the position of reporting to

Your start date

Your work location:

Your responsibilities will be as follows:

Your starting wage \$ paid on the

Time off compensation after days, you will be eligible for days of Paid Time Off (PTO) which must be approved by your manager.

Benefits and eligibility:

Background check statement: This offer is contingent upon successful completion of a criminal background screening. You will receive an additional email with instructions to complete the screening.

If you agree to these terms, please digitally sign and return this offer letter. Once we have received your acknowledgement, we will send you additional information about your employee on-boarding.

Sincerely,

Digitally signed by: