
Offer Letter Format with Salary Structure

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Company Name] is delighted to extend to you the offer for the [Job Title] position. We are excited about the potential you bring to our team.

Position Details:

You will be joining us as [Job Title], directly reporting to [Supervisor's Name]. Your primary responsibilities will include [Key Responsibilities].

Compensation Package:

- **Base Salary:** Your annual base salary will be [Salary Amount], paid in monthly installments.
- **Bonus Potential:** You will be eligible for an annual performance bonus of up to [% of Salary] of your base salary.
- **Benefits:** Our comprehensive benefits package includes health, dental, and vision insurance, a 401(k) plan with company match, and [X] weeks of paid vacation per year.

Start Date:

We look forward to having you start on [Start Date], contingent upon [Any Contingencies].

Acceptance:

Please indicate your agreement with these terms and your acceptance of this offer by signing and returning this letter by [Deadline].

We are confident you will make significant contributions to our team and help drive the success of [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]