

Date\_\_\_\_\_

Dear **Candidate**,

It is my pleasure to extend the following offer of employment to you on behalf of **the Client**. Please find below our offer of employment:

**Job Title:** \_\_\_\_\_

**Job Description** is attached (**template can be provided by ANI if needed, found in Client information packet**).

**Start Date:** \_\_\_\_\_

**Compensation:** Base salary of \_\_\_\_\_ on an annual basis. This salary is based on \_\_\_\_\_ hourly rate at \_\_\_\_\_ work hours per week.

A medical stipend of \_\_\_\_\_ a month will also be provided. Payments will be paid \_\_\_\_\_ **bi-weekly/weekly?**

**Paid Time Off:** \_\_\_\_\_

**Car/Phone/Travel Allowance:** Normal and reasonable expenses will be reimbursed on a monthly basis per work agreement (**if applicable**)

**Conditions:** This offer is contingent upon: (**e.g. signed confidentiality agreement, favorable background check, completed reference check**)

If you have any questions, please feel free to contact us. Please sign below to verify receipt and acceptance of these terms and return a signed copy of this letter.

Sincerely,  
(**Client Name**)

I have read, understand and agree to the terms and conditions above.

**Signature:** \_\_\_\_\_ (**Candidate**) \_\_\_\_\_ Date