**Job Offer Letter Sample**

Mr. Johnson

179 Main Street

South town, CA 12478

Dear Ms. Smith,

BaX Company is pleased to offer you the position of Assistant Director, for the Marketing Director. Your skills and experience will be a great fit for our Marketing Department.

As we discussed, this is a full-time position and your starting date will be September 1, 2019.

The starting salary is $38,000 per year and is paid weekly.

As Assistant Director-Marketing, you will report to Andrew Zenith, the Director of the Marketing Department, although reporting structures may change from time to time depending upon business requirements. Your duties and responsibilities will be in accordance with the position of Assistant Director, such as: organizing the travel agenda of the Director, preparing his meetings with prospective clients, analyzing marketing data.

Medical coverage will be provided through our company's employee benefit plan and will be effective on October 1. Dental and optical insurance are also available. BaX offers a flexible paid-time-off plan which includes vacation, personal, parental and sick leave. You will be eligible for the company retirement plan in 90 days after your start date.

As discussed, this offer is conditional upon conducting a simple background check.

Please take the time to review our offer and to return a signed copy to me at your earliest convenience, but no later than 5 business days from now.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook. We look forward to welcoming you to the BaX team.

Please let me know if you have any questions or I can provide any additional information.

Sincerely,

Brian Johnson

Director, Human Resources

BaX Company

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I hereby accept the Assistant Director, Marketing position.

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Signature

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Date