

Sample Offer Letter

Medici Finance & Logistics

1600 Pennsylvania Avenue, Washington D.C., Office of S. Hjalmar

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(123)456-7890

1/1/2020

Greetings Mr. Florin Denarius,

It is with great satisfaction that we would like to offer you a chance to join our family at **Medici Finance and Logistics**. We believe you will fit perfectly with our organization.

Per our discussion, the position we have prepared for you is the role of Senior Accountant. **This role includes responsibilities such as managing and communicating client finances and preparing financial models for internal use, as well as be a member of the managerial team in the accounting department. Your fellow Senior Accountants are all responsible for supervising their respective Accountant teams and all findings should be reported directly to the Chief Financial Officer.** Your starting date will be on **7/20/2020**. Our starting salary for Senior Accountants starts at **\$75,000** which will be given to you as well as a **\$7,000** signing bonus. Enclosed with this letter is a packet that explains the range of benefits (including retirement and health) as well as additional compensation opportunities based on job performance.

If you choose to accept our offer please sign the second copy of this letter and send it back with the self-addressed stamped envelope included with this letter.

We appreciate your interest in us and welcome you to Medici Finance and Logistics. If you have any further questions please address them to my office or via phone or email as entailed above.

Sincerely, Sigismund Hjalmar, Head of Human Resources & Negotiations

