

# Remote Work Job Offer Letter

Date: \_\_\_\_\_

Candidate Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We are excited about your potential contributions as part of our remote team.

## Job Details

**Position:** [Job Title]

**Start Date:** [Start Date]

**Supervisor:** [Supervisor Name & Title]

**Employment Type:** [Full-time/Part-time/Contract]

**Remote Work Location:** [Remote Address or 'Remote from home']

## Compensation and Benefits

**Salary:** [Compensation Amount per Month/Year]

**Payment Schedule:** [e.g., Monthly, Bi-Weekly]

**Benefits:** [Brief List or "Standard Benefits Package"]

## Work Hours and Expectations

You will be expected to work [X] hours per week. Your usual remote work hours will be [work hours, e.g., 9am–5pm, Monday to Friday], subject to adjustment to suit business needs.

## Conditions of Employment

This offer is contingent upon verification of your qualifications and any other company policies or regulatory requirements.

## Acceptance

Please sign and date below as indication of your acceptance of this remote work job offer.

\_\_\_\_\_

Signature (Candidate)

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Company Representative

We look forward to welcoming you to our team.

Sincerely,  
[Company Name]  
[Contact Information]