

[Company Name]
[Company Address]
[City, State, ZIP]

Date: [Offer Date]

To,
[Candidate Name]
[Candidate Address]
[City, State, ZIP]

Remote Work Offer Letter

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** with **[Company Name]** on a remote work basis. Below are the details of your employment offer:

Position: [Job Title]

Reporting to: [Supervisor/Manager Name]

Employment Type: [Full-Time/Part-Time/Contract]

Start Date: [Start Date]

Compensation: [Salary/Hourly Rate]

Working Hours: [Working Hours, e.g., 9:00 AM – 6:00 PM, Monday to Friday]

Remote Work Location: [Remote Address or "As mutually agreed"]

Benefits: [Benefits, if any]

Terms and Conditions:

- You are expected to carry out your responsibilities remotely, except as otherwise required.
- You are required to have a reliable internet connection and maintain productivity and communication.
- This offer is subject to background verification and submission of necessary documents.
- Additional terms relating to remote work are outlined in the attached company policy.

Please indicate your acceptance of this offer by signing below and returning a copy of this letter by [Date].

We look forward to welcoming you to our team!

Best Regards,

[Authorized Signatory Name]
[Title]
[Company Name]

Accepted By:

[Candidate Name]
Date: _____