

[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,

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

Accepted By:

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[Candidate Name]  
Date: \_\_\_\_\_