

**[Company Letterhead]**

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Date]

**[Candidate Name]**

[Candidate Address]

[City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We believe your skills and experience will be an excellent fit for our team. Below, you will find a summary of your compensation package.

<b>Base Salary</b>	[Currency] [Amount] per annum, payable monthly
<b>Housing Allowance</b>	[Currency] [Amount] per month
<b>Transportation Allowance</b>	[Currency] [Amount] per month
<b>Other Allowances</b>	[Details, if any]
<b>Annual Bonus</b>	[Percentage]% of annual base salary, subject to company policy and individual performance assessment.
<b>Performance-Based Bonus</b>	Eligible for performance-based bonuses as per the company's incentive scheme.

Your employment with **[Company Name]** will commence on **[Start Date]**, subject to successful completion of all pre-employment requirements.

Please review the attached terms and conditions of employment for complete details on your role, responsibilities, benefits, and other policies. Should you have any questions or require clarifications, please do not hesitate to contact us.

Kindly sign and return a copy of this letter to confirm your acceptance of our offer.

Sincerely,

[Hiring Manager Name]

[Designation]

[Company Name]

**Accepted and Agreed:**

[Candidate Name]

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