## Thư mời nhận việc tiếng anh

Dear [Mr. Thanh],

The search has come to a close. [Company ABC] is thrilled to offer you the job of [Position Title]. On behalf of the entire staff, welcome and congratulations!

This is a [full-time/part-time] role. You will be paid $[salary amount] per [hour/week/month/year]. Payments are made on a [weekly/monthly/bimonthly] basis. You are classified as a [non-exempt/exempt] employee, which means you [are/are not] entitled to receive overtime pay after a total of [number of hours] hours in a workweek.

Employment will commence at [time] on [month/day/year]. Your manager will be [Name, Position Title].

Enclosed along with the offer is information on [Company benefits, with eligibility requirements noted].

Your employment is at will, which means you or [Company ABC] can end the employment arrangement for any reason and at any time, with or without notice. By signing this offer, you state that you understand your employment is at will.

[If applicable add: This employment offer is contingent upon [list conditions to be met/when they must be met by, and include word on any related enclosed documents that need signing and returning].

This job offer letter represents the exclusive employment statement between you and [Company Name], and if you agree to the terms and decide to accept the offer, sign and date below and return by [date] to [Name of Person], via [scan/fax/snail mail].

If additional information is required before you accept, contact us at [contact number]. If you have questions before your start date, don’t hesitate to email me at [email address].

We can’t wait to bring you on board! Once again, congratulations on your new job!

Sincerely,

[Your Name]

[Your Job Title]

[Company ABC]

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_