**FocusCorp** [CANDIDATE NAME]  
Human Resources  
International Business building – Level 26 [CANDIDATEADDRESS]  
Madison Square 13th   
New York- New York

New York,

# Position Offer

Dear [NAME]

RE: Offer of [POSITION TITLE]

I am delighted to offer you the position of [POSITION TITLE] within the department of [DEPT NAME]. The yearly salary for the position is US$ [SALARY].

We would like you to commence employment with us on [STARTING DATE]. There will be a probationary period of (usually tree months) within which the notice period for both you and FocusCorp is 2 weeks. After a successful completion of your probationary period, the notice period will be 3 months.

You will be working within the Focus Corp headquarter office located in New York (See address above).

To confirm your acceptance of this post please sign both copies of this letter as indicated overleaf and return one copy to me by [DEADLINE DATE].

We hope that you decide to accept this offer and look forward to working with you in the future. It you have any further queries, please don’t hesitate to contact me

Sincerely,

John Doe  
[J.Doe@inc.focuscorp.com](mailto:J.Doe@inc.focuscorp.com)