

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Remote Offer Submission and Next Steps

Dear [Candidate Name],

We are pleased to formally offer you the remote position of [Job Title] with [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our distributed team.

Offer Details:

- **Base Salary:** \$[Amount] per [Year/Hour]
- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** Remote / Home Office

Negotiation and Review Process:

We want to ensure this partnership is mutually beneficial. Please review the attached full offer letter and benefits package. If you have questions regarding the compensation, benefits, or home-office equipment stipends, we are open to discussion.

Next Steps:

1. Review the attached detailed Offer Letter and Employee Handbook.
2. Submit any questions or counter-proposals by [Date].
3. If satisfied, please sign and return the documents via [Electronic Signature Platform Name] by [Deadline Date].

Once the offer is finalized, our IT department will contact you to arrange the shipment of your remote work hardware and set up your secure access credentials.

We look forward to the possibility of you joining our team.

Best regards,

[Your Name]

[Your Title]

[Company Name]