

Sample Job Offer Letter Initial H-1B Visa Application

[By VisaVerge.com](http://VisaVerge.com)

[Company Letterhead]



[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. After reviewing your application and conducting interviews, we are confident in your abilities and look forward to you joining our team.

Position:

As a [Job Title], you will report directly to [Supervisor's Name], [Supervisor's Title]. Your key responsibilities will include [brief description of job responsibilities].

Start Date:

Your employment will commence on [Start Date], at which time you will undergo an orientation program to acquaint you with our operations and company culture.

Compensation:

The salary for this position is [Salary Amount] per [year/month/week], paid on a [payment interval] basis. Additionally, you will be eligible for [mention any bonuses, stock options, or additional compensation].

Benefits:

[Company Name] offers a comprehensive benefits package, including [health insurance, dental insurance, life insurance, retirement plans]. Details of these programs will be provided during your orientation.

Employment Conditions:

Your employment is [at will/full-time/part-time/temporary] and subject to the policies and procedures of [Company Name]. You may also be required to sign [a confidentiality agreement, a non-compete agreement, etc.] as a condition of your employment.



Please indicate your acceptance of this offer by signing and returning this letter by [Offer Expiration Date]. Should you have any questions, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

We are excited about the potential you bring to our team and look forward to working together to achieve great things. Welcome to [Company Name]!

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Email Address]

I accept the offer of employment as described above:

[Applicant's Name] [Date]