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| --- |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

We are writing this letter to gladly inform you about your selection as ‘Team Manager’ at XYZ Limited.

Your joining date is the 15th of August, 2019. You can review the offer and get back to us till 1st August 2019. If you accept it, your contract will be signed in the first week of your employment.

This is a project-based opportunity and your contract will end at the completion of the project, the deadline of which is 31st December 2020. However, based on your performance, you may get another opportunity in our organization, as we prefer internal placements. At the same time, we do not guarantee it.

Your total payment for the project would be $[X], which you can either divide equally over the months of the project or divide it into two parts (the one you can receive half-way and one at the end of the project).

This is a complicated project and you will be heading a team of 25 people, along with directly handling the client and its representatives. We believe you can do that smoothly.

Looking forward to seeing you on board!

Regards,

James Wilson.