

Dear <recipient>,

We are delighted to inform you that your experience and working skills have left a positive impression on us. It is with great pleasure that we offer you a position as a Full time Junior Software Engineer (REMOTE) with Emco Technologies. We believe that your skills and creativity will make a significant contribution to the success of our organization.

Your daily tasks will be communicated to you via email, and we will be available to provide guidance and support throughout your training period. Upon setting up your workspace, you will undergo an online training program via Skype that will last between 3 to 5 days.

Your starting rate will be \$55.32 per hour, and your pay will be issued weekly through your preferred method of wire transfer, direct deposit, or check. Benefits attached to this position include Flexible work schedule, Short term disability insurance, Sixteen (16) days Paid Time Off, Life Insurance, Six (6) Paid Medical Leave, Retirement Accounts, Health Savings Accounts (HSAs), Vision insurance and 401k plan.

During the first 5 days of your employment, we will conduct virtual communication with you. After this period, we will provide you with access to our company server with a username and password, along with contact phone numbers for various departments. We will also send you all necessary forms to fill out, and before you start, you will receive a check to purchase the office equipment and software required for your training and work.

You will receive your Employment Offer Letter today, and we look forward to commencing your training as soon as possible. To receive and register your offer letter, kindly provide us with the following information:

- Your Full Name
- Full Home Address
- Phone Number
- Email

Once again, we extend our congratulations on your new role with Emco Technologies. We are excited to work with you and anticipate great things from you.

Sincerely,  
Samantha Valdez  
Emco Technologies  
8900 S Choctaw Dr Ste A, Baton Rouge, LA 70815