[Company Name]  
[Address]

Subject: Re-employment offer for [X]

Dear Smith,

In response to your application which you forwarded to the company’s head office on [date] and in which you requested for re-employment, the management of [ABC] company is pleased to inform you that your application for re-employment has been accepted and now you are being issued this offer letter. You are being offered the position of Deputy Director of this company and you are entitled to the following perks and privileges:

* You are being offered a competitive market-based salary which includes an annual salary equivalent to $100,000 including $50,000 as your basic salary with an annual increment equivalent to 20 percent of your basic salary, subjected to satisfactory performance.
* You will be entitled to avail of 20 paid leaves per annum. In case of additional leaves, salary may be deducted subjected to the nature of the matter.
* You are entitled to avail the facility of a company car for official as well as personal use in addition to single furnished accommodation.

In case you sign this agreement and send the same to the HR department, you will acknowledge that you are bound to abide by all rules and regulations of the company which may change from time to time and you must show your compliance with all the disciplinary and regulatory policies of the company.

The nature of your employment will be “at-will” with the company’s higher management. It does mean that upon bad performance, your contract may be terminated at any stage of your employment. This termination will however be accompanied by a suitable reason.

In addition to your duties, you are bound to perform any other duties as assigned by the competent authorities. You cannot neglect their orders in this regard. By signing this contract, you acknowledge that your job duties are not fixed in nature but are subjected to change at the will of competent authorities.

If you are agreeing to abide by all the terms and conditions of this offer letter, the company says you a sincere welcome and you are directed to join the company as soon as possible but not later than [date]. Since you have already served this company in the same position, it is therefore expected that you will play your part and contribute towards achieving our company’s goals. Thank you.

Yours sincerely,

Angela Parker