



Silicon Valley Associates
Recruitment

Company Template Letters

Silicon Valley Associates Recruitment
IT and Technology Recruitment Specialist in APAC



info@svarecruitment.com

25F, Langham Place, Mong Kok, Hong Kong

IT AND TECHNOLOGY RECRUITMENT SPECIALISTS IN APAC

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IT AND TECHNOLOGY RECRUITMENT
SPECIALISTS IN APAC

FOREWORD

Silicon Valley Associates Recruitment

IT AND TECHNOLOGY RECRUITMENT
SPECIALISTS IN APAC

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Foreword



FOREWORD

Silicon Valley Associates Recruitment, an IT and Technology Recruitment Specialist in APAC, offers job description templates that are very helpful for companies with IT fields.

With the advent of technology, every company is now expected to utilize it. Gone are the days when we could make records using pen and paper, or communicate with all essential people face-to-face at all times. Indeed, every organization was required to innovate due to the change brought about by technology.

To be able to keep up with modern innovation, knowledge, and expertise in the fields of IT and tech become essential. That's where IT departments come into play. Every organization needs a team of well-versed and competent professionals to run their company in the modern era.

In this issue, Silicon Valley Associates Recruitment offers you thorough organizational documents that prepares both employers and candidates on the employment world.

About Us

Silicon Valley Associates Recruitment

Silicon Valley Associates Recruitment is an IT recruitment agency in Hong Kong, catering to companies and candidates in the IT and tech industry. On one hand, we help companies find competent and suitable IT professionals to work in their corporate sphere. And on the other, we assist candidates in building their professional careers to enable them to find a suitable IT job in Hong Kong and Asia.



More Than 10 Years of Professional Experience in IT Recruitment

With over 10 years of professional experience and a solid track record in IT recruitment, we are dedicated to helping IT professionals gain access to the best opportunities in the industry. We have a multilingual team of consultants across Hong Kong, China, Philippines, UK, USA, and UAE, coming together to conduct research and uncover valuable insights and market trends to yield results that would favor our clients.

Our expertise as a professional recruitment agency is proven by our global knowledge, experience, and track record throughout the Asia Pacific, EMEA, and Americas. Backed by relationship managers, a community of partners, and an innovative multi-channel research methodology, we can be a steady support for companies and candidates in the realm of IT and tech.

Our Core Values

Commitment, Communication, and Trust.

These are the core values that SVA Recruitment, as a specialist IT recruitment agency, stands for. With the goal of providing our clients with unprecedented insights and opportunities in the IT and tech industry, we commit to becoming your eyes and ears in the

market. We will continuously and diligently prospect and uncover trends, news, and opportunities in the industry, while directly engaging with prospective professionals.

In a competitive and demanding profession such as IT and tech, we understand the importance of finding the right talent and company to suit your values and capabilities. As a professional recruitment consultancy firm, we can help companies find the perfect match for their corporate needs while giving candidates the best opportunities and IT jobs in Hong Kong and Asia.



What We Do

Silicon Valley Associates is an IT recruitment agency helping companies and candidates find the best talents and opportunities in the IT and tech industry

Mission

With our dedication, firm methodologies, and IT recruitment agency experience, we aim to deliver only the best services and yield quality results for our valued companies and candidates. Your interests are our top priorities, and it is for your benefit that we continuously expand and grow our knowledge and proficiency in the IT and tech industry. Our mission is simple and straightforward.



IT AND TECHNOLOGY RECRUITMENT
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Types of Employment Letters

Silicon Valley Associates Recruitment

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IT AND TECHNOLOGY RECRUITMENT
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Rejection Email Templates

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“You’re not the right fit” Email Template

Dear [NAME],

Thank you for coming in to learn more about the [JOB TITLE] position at [YOUR COMPANY NAME].

After conducting several interviews, we have decided to offer the position to another candidate with experience that’s better aligned to the role. As you progress in your career, please stay in touch and feel free to apply for future openings.

Sincerely,

[YOUR NAME]

“You’re still in consideration” Email Template

Dear [NAME],

Thank you for coming in to learn more about the [JOB TITLE] position at [YOUR COMPANY NAME]. The team really enjoyed meeting you.

We want to make the best hiring decision and are currently completing interviews with other candidates. We are aiming to have all interviews completed by [DATE] and make a decision by [DATE]. I will notify you about any next steps as soon as possible.

Please feel free to stay in touch or reach out with any questions

Sincerely,

[YOUR NAME]

Not Short-Listed for Interview Template

[Your Name]

[Title]

[Company]

[Address]

[City, St Zip]

[Today's Date]

[Name of Recipient]

[Street Address]

[City, St Zip]

[Optional – Email Address]

Dear [Name of Recipient], (Consider using Mr./Ms. and their last name)

Application for the position of XXX (job title)

I refer to your recent application for the above post. I regret to advise you that on this occasion you have not been short-listed for an interview.

I would like to thank you for your interest in the company and wish you every success in the future.

Yours sincerely

[Typed Name]

[Title]



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Interview Invitation Templates

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“Return for more interviews” Email Template

Dear [NAME],

Thank you for taking the time to discuss the [JOB TITLE] position with us. We'd like to invite you for a second round of interviews at our office. You'll be meeting with:

- [NAME], [ROLE] (30 minutes)
- [NAME], [ROLE] (30 minutes)

The goal is to [PURPOSE OF INTERVIEW (ex: discuss an assignment or delve deeper into job duties, etc.)].

Are you available on [DATE] at [TIME] at [LOCATION]? If not, please let me know other dates or times that work.

The team looks forward to learning more about you. Thanks again for your time.

Sincerely,

[YOUR NAME]

Interview Invitation Letter Example

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Name of Recipient], (Consider using Mr./Ms. and their last name)

Interview for the position of (Job title)

Following consideration of your application, I am pleased to inform you that you have been short-listed for an interview. The interview will be held on (date) at (time).

(Optional) Please also bring proof of your XXXX (qualification) by bringing original certificate(s).

In accordance with our equal opportunities policy, we would like to ensure that all candidates, regardless of disability, can participate fully in the selection process. Therefore, I would be grateful if you would advise us of any additional assistance that we may be able to provide.

Please confirm your attendance no later than 12.00 pm on (date) by emailing (email address) or telephoning (name and telephone number).

Yours sincerely

[Typed Name]
[Title]

Formal Interview Invitation Email Example

Subject Line: [COMPANY NAME]: Invitation to Interview

Dear [FIRST NAME],

Thank you for your application to the [JOB TITLE] role at [COMPANY NAME].

We would like to invite you to interview for the role with [INTERVIEWER], [INTERVIEWER JOB TITLE]. The interview will last [LENGTH OF INTERVIEW] in total.

Please reply to this email directly with your availability during the following date and time options:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

We look forward to speaking with you.

Sincerely,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Casual Interview Invitation Email Example

Subject Line: **[COMPANY NAME]:** Interview Availability

Hi **[FIRST NAME]**,

Thank you for applying to the **[JOB TITLE]** position at **[COMPANY NAME]**. We've reviewed your application materials carefully, and we're excited to invite you to interview for the role!

Your interview will be conducted **[FORMAT]** and last roughly **[LENGTH OF INTERVIEW]**. You'll be speaking with **[INTERVIEWER]**, our **[INTERVIEWER JOB TITLE]** here at **[COMPANY NAME]**.

Please let us know when you are available during the following times:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

Thanks again for your interest in joining the **[COMPANY NAME]** team! We're looking forward to speaking with you.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Cold Candidate Interview Invitation Email Example

Subject Line: [JOB TITLE] Opportunity at [COMPANY NAME]

Hello [FIRST NAME],

I came across your profile on [WEBSITE/SOURCE] and was interested in your recent work in [FIELD]. I'm a recruiter at [COMPANY NAME], and we're looking for a [JOB TITLE] that I think you would be a good fit for.

I would love to hear more about you and tell you about the role. Are you free this week for a quick 15-minute call? I'm available at the following times:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

Please let me know if any of these times work for you.

Looking forward to hearing from you.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Phone Screen Interview Invitation Email Example

Subject Line: [COMPANY NAME]: Phone Interview Availability

Hi [FIRST NAME],

Thank you for applying to the [JOB TITLE] position at [COMPANY NAME].

After reviewing your application, we are excited to move forward with the interview process.

We would like to schedule a [LENGTH OF INTERVIEW] phone call with [INTERVIEWER], [INTERVIEWER JOB TITLE] at [COMPANY NAME].

Below are some date and time options:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

Please reply directly to this email and let me know if you are available at any of the above times. From there, I'll coordinate with [INTERVIEWER] and send you an email with a calendar invitation to confirm the date and time.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Video Conferencing Interview Invitation Email Example

Subject Line: [COMPANY NAME]: Video Interview Availability

Hi [FIRST NAME],

Thank you for applying to the [JOB TITLE] position at [COMPANY NAME].

After reviewing your application, we would like to invite you to interview with [INTERVIEWER], our [INTERVIEWER JOB TITLE].

So we can get to know you better, the interview will be conducted over video using [VIDEO CONFERENCING PLATFORM] and last about [LENGTH OF INTERVIEW] in total.

We want you to be able to plan accordingly, so we've provided a list of date and time options over the next week. Please take a look and let us know which date is best for you.

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

We're looking forward to continuing the conversation.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

In-Person Interview Invitation Email Example

Subject Line: [COMPANY NAME]: Onsite Interview Invitation

Hi [FIRST NAME],

[INTERVIEWER] was really impressed by you during your last conversation about the [JOB TITLE] position and we're excited to invite you to interview at our office!

Please review the date and time options I've provided below and let me know which one works best for you. From there, I'll send a confirmation email with a calendar invitation.

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

We're excited to meet you in person, and we want you to feel comfortable and prepared when you arrive. Below is some information about us to help you plan for your interview.

You will be meeting with [INTERVIEWER], [JOB TITLE], and [INTERVIEWER 2], [JOB TITLE 2]. The interview will last no more than [LENGTH OF INTERVIEW].

During the interview, you will be asked to complete a skills assessment and discuss some of your recent work. Please bring [QUANTITY] samples of your [WORK], as well as a form of identification to be admitted to the building.

Our office is located at [ADDRESS]. We're close to [PUBLIC TRANSPORTATION OPTIONS/PARKING DETAILS].

Our office dress code is [DRESS CODE], but we encourage you to wear whatever you're most comfortable in.

Please reply directly to this email with your availability during the suggested times. If you have any questions, feel free to call me at [PHONE NUMBER].

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Referred Candidate Interview Invitation Email Example

Subject Line: [COMPANY NAME]: [JOB TITLE] Interview Opportunity

Hi [FIRST NAME],

I am [YOUR JOB TITLE] at [COMPANY NAME], and we're currently looking for a [OPEN JOB TITLE] to join our team. [CONTACT NAME] spoke very highly of your [SKILLS] and recommended you for the role.

I took a look at some of your work online, and given your experience, I think you'd be an excellent fit for the role. This is a great opportunity to learn more about [YOUR INDUSTRY] alongside an ambitious team.

I'd love to hear more about you and talk to you about the role. Are you available for a 15-minute phone call sometime tomorrow?

Let me know!

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Past Candidate Interview Invitation Email Example

Subject Line: [COMPANY NAME]: New [JOB TITLE] Opportunity

Hi [FIRST NAME],

I hope this finds you well! I know you applied to the [PREVIOUS JOB TITLE] role at [COMPANY NAME] back in [MONTH/YEAR], and while we went in a different direction then, we kept your resume on file.

A new [OPEN JOB TITLE] role just opened up on the [DEPARTMENT] team that I think you'd be an excellent fit for.

We're currently conducting interviews for the role, and I would love to set up a time for you to talk to [INTERVIEWER], the hiring manager. Are you available for a [LENGTH OF INTERVIEW] phone call sometime this week? I've highlighted a few date and time options below, let me know if any of them work for you.

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

Here is a link to the job description on our website. [INCLUDE LINK]. If you have any questions about the role, give me a call at [PHONE NUMBER].

Thanks, [FIRST NAME]! Looking forward to hearing from you soon.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Second Interview Invitation Email Example

Subject Line: [COMPANY NAME]: Invitation for Second Interview

Hi [FIRST NAME],

Thank you for taking the time to speak with [INTERVIEWER] about the [JOB TITLE] position at [COMPANY NAME].

We're quite impressed by you and are eager to continue the conversation! We'd like to schedule a second interview with you during one of the following time options:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

You will be speaking with [INTERVIEWER], [INTERVIEWER JOB TITLE], and the interview should last no more than [LENGTH OF INTERVIEW].

Please let me know which time works best for you. I will send a calendar invitation to confirm once we have selected a date and time.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Group Interview Invitation Email Example

Subject Line: [COMPANY NAME]: Group Interview Invitation

Hi [FIRST NAME],

Thank you for applying to the [JOB TITLE] position at [COMPANY NAME]. After reviewing your application materials, we are pleased to move forward with the interview process.

We would like to invite you to an interview at our office. You will interview as a part of a group with [NUMBER] other applicants. The interview will last no more than [LENGTH OF INTERVIEW].

To help us schedule the interview, please select your availability from this calendar link: [INSERT LINK].

From there, I will coordinate between the other candidates and the hiring team to confirm a time that works for all involved. You will receive an email with a calendar link to confirm the interview.

To help you prepare here is some information about the interview and [COMPANY NAME].

You will be meeting with:

[INTERVIEWER], [JOB TITLE]

[INTERVIEWER 2], [JOB TITLE 2].

Length of interview:

[MINUTES/HOURS]

Interview agenda:

During the interview, you will be asked to complete several exercises with the other candidates. [ADDITIONAL INFORMATION]

Our office location:

[ADDRESS]

We're close to [PUBLIC TRANSPORTATION OPTIONS/PARKING DETAILS].

Our office dress code:

[DRESS CODE], but we encourage you to wear whatever you're most comfortable in.

We're looking forward to meeting you! If you have any questions, don't hesitate to reach out.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]

Final Interview Invitation Email Example

Subject Line: [COMPANY NAME]: Final-Round Interview Invitation

Hi [FIRST NAME],

Thank you for your recent interview regarding the [JOB TITLE] position at [COMPANY NAME]. We appreciate your dedication to the process and are pleased to share that you have been selected for a final interview at our office!

We believe you are an excellent candidate for the position and we're excited to continue the conversation with you.

The interview will be with [INTERVIEWER] and will last no longer than [LENGTH OF INTERVIEW]. Below are some proposed time and date options:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

To help you plan and prepare for your onsite interview, click here to view additional information about our office and nearby travel options. [INCLUDE LINK TO ADDITIONAL INFORMATION].

Please reply to this email with your availability. I will then confirm the date and time internally and send you a confirmation email with a calendar invitation.

If you have any questions in the meantime, feel free to reach out.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]



IT AND TECHNOLOGY RECRUITMENT
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Offer Letters (Employer)

Silicon Valley Associates Recruitment

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“You’ve got the job” Email Template

Dear [NAME],

It is my pleasure to formally offer you the position of [JOB TITLE]. This is a [FULL/PART]-time position with an [ANNUAL/HOURLY] salary of [\$X]. You will be reporting to [MANAGER’S NAME] in the [DEPARTMENT] located at [OFFICE LOCATION]. Your expected start date is [DATE].

Attached, please find [LIST OF DOCUMENTS (ex: formal acceptance letter, employee benefits)]. We will need all forms signed and returned by [DATE]. We are very excited to start this journey together and can’t wait to have you join the team.

Sincerely,

[YOUR NAME]

Job Offer Letter Template

[Company Logo]

MM/DD/YYYY

Candidate First and Last Name

Candidate Address

City, State, Zip

Dear [Candidate Name],

We are pleased to offer you the [full-time, part-time, etc.] position of [job title] at [company name] with a start date of [start date], contingent upon [background check, I-9 form, etc.]. You will be reporting directly to [manager/supervisor name] at [workplace location]. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The annual starting salary for this position is [dollar amount] to be paid on a [monthly, semi-monthly, weekly, etc.] basis by [direct deposit, check, etc.], starting on [first pay period]. In addition to this starting salary, we're offering you [discuss stock options, bonuses, commission structures, etc. — if applicable].

Your employment with [Company Name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of [Company Name], you are also eligible for our benefits program, which includes [medical insurance, 401(k), vacation time, etc.], and other benefits which will be described in more detail in the [employee handbook, orientation package, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [offer expiration date].

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Signature: _____

Printed Name: _____

Date: _____

Job Offer Letter Template

Email subject line: [Company_name] Job Offer / Job Offer from [Company_name]

Dear [Candidate_name],

We were all very excited to meet and get to know you over the past few days. We have been impressed with your background and would like to formally offer you the position of [Job_title]. This is a [full/part] time position [mention working days and hours.] You will be reporting to the head of the [Department_name] department. [If applicable: Please note that [Company_name] is an at-will employer. That means that either you or [Company_name] are free to end the employment relationship at any time, with or without notice or cause.]

We will be offering you an annual gross salary of [\$X] and [mention bonus programs, if applicable.] You will also have [mention benefits as per company policy, like health and insurance plan, corporate mobile or travel expenses] and [X] days of paid vacation per year.

[optional: I am attaching a letter with more details about your compensation plan.]

Your expected starting date is [date.] You will be asked to sign a contract of [contract_duration, if applicable] and [mention agreements, like confidentiality, nondisclosure, and non-compete] at the beginning of your employment.

We would like to have your response by [date.] In the meantime, please feel free to contact me or [Manager_name] via email or phone on [provide contact details], should you have any questions.

We are all looking forward to having you on our team.

Best regards,

[your name]

[Signature]

Job Offer Letter Template

Email subject line: [Company_name] job offer / Job offer from [Company_name]

Dear [Candidate_name],

We're delighted to extend this offer of employment for the position of [Job_title] with [Company_name]. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date, and you would report to [Manager_name].

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by [date]. In the meantime, please feel free to contact me or [Manager_name] via email or phone at [provide contact details], if you have any questions.

We are all looking forward to having you on our team.

Best regards,

[Your name]

[Signature]

Signatures:

Company Representative (Sign)

Company Representative (Print)

Date

Applicant (Sign)

Applicant (Print)

Date

Job Offer Letter Template

Dear [first name],

We are pleased to offer you a job as a [role title] at [company name]. We think that your experience and skills will be a valuable asset to our company.

If you are to accept this offer you will be eligible for the following in accordance with our company's policies:

- Annual gross salary of \$[total annual salary] paid in [monthly or semi-monthly] installments by check or direct deposit
- Up to [percent]% of your annual gross salary will be given to you as a performance bonus
- Standard benefits including:
 - [vacation days number] days of annual paid time off
 - [sick days number] days of sick leave
 - Medical and dental insurance
 - 401k/retirement plan
 - Flexible working hours
 - Tuition reimbursement for career development courses
 - Childcare
 - [more benefits]

To accept this offer, sign, and date this letter as indicated below and email it back to us by [date].

Your expected hire date will be the [date]. Your immediate supervisor will be [supervisor's name].

We look forward to welcoming you to our team. Feel free to call [recruiter's name] if you have any questions or concerns.

Sincerely,

[Sender Name]

Signatures:

Company Representative (Sign)

Company Representative (Print)

Date

Applicant (Sign)

Applicant (Print)

Date

Part-time to Full-time Offer Letter Template

Dear [Employee's name],

We are excited to announce that we are offering to extend your employment status from part-time to full-time, as of [date].

If you accept this offer, please find the terms and conditions of your new employment contract below:

Position: [e.g. You will be working as a [Job_title] and reporting to the [e.g. Marketing] department's supervisor.]

Working hours: [e.g. Monday to Friday 9 a.m. to 5 p.m., with a 20-minute break per day]

Compensation: [e.g. Your annual gross salary will be \$X (12 monthly wages per year).]

Bonus: [If applicable, mention any bonus options you offer.]

Benefits: [e.g. As a full-time employee, you will be eligible for the benefits that [Company_name] offers. These benefits include:

Private health and dental insurance plan

X days of paid vacation leave per year

Educational materials and expenses, subject to management approval

You will also be eligible for any additional employee benefits that the company may provide in the future.]

To accept, sign and date this full-time offer letter as indicated below and email it back to us by [date].

Feel free to contact the HR department [include contact details] or your supervisor, if you have any questions.

Sincerely,

[Your Name]

Signatures:

Company Representative (Sign)

Company Representative (Print)

Date

Employee (Sign)

Employee (Print)

Date

Internal Promotion Offer Email

Subject line: Congratulations on your new role! / Your new employment contract

Dear / Hi [Employee's name],

As discussed, we are happy to officially promote you to [Senior Account Manager / Team Leader] as of [date].

Attached you'll find your updated contract that contains your new employment terms along with your compensation package and benefits. Please review and [come by the HR's office to sign it / send back signed via email] until [date]. Feel free to reach out to me, should you have any questions.

We appreciate your hard work and commitment to the [Company_name] team for the past [two years]. We're all looking forward to seeing you achieve great things in your new role.

Congratulations!

Best,
[Your name]
[Your email signature]

Sales Job Offer Letter Template

Email subject line: [Company_name] Job offer / Job offer from [Company_name]

Dear [Candidate_name],

We're delighted to extend this offer of employment for the position of [Job title] with [Company_name]. Please find below an overview of terms and conditions for your anticipated employment with us:

Position: [e.g. You will be working as a [Job_title] and reporting to the [e.g. Sales] department supervisor.]

Working hours: [e.g. 40 hours per week in rotating 8-hour shifts, Monday to Saturday.]

Compensation: [e.g. Your annual base salary will be \$X (gross) plus Y% commission on sales.]

Bonus: [Mention any bonus options you offer, e.g. X% of your base salary based on annual team target.]

Benefits: [e.g. As a full-time employee, you will be eligible for the benefits that [Company_name] offers. These benefits include:]

- [Health and dental insurance plan]
- [X days of paid vacation leave per year]
- [Regular sales trainings, including workshops and conferences]
- [Full expense reimbursement when participating in events]
- [Stock option plan]

[You will also be eligible for any additional employee benefits that the company may provide in the future.]

Please find attached a detailed offer letter with terms and conditions of employment.

We would like to have your response by [date.] If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date. In the meantime, please feel free to contact me or [Manager_name] via email or phone at [provide contact details], if you have any questions.

We are all looking forward to having you on our team.

Best regards,

[Your name]

[Signature]

Developer Job Offer Letter Template

Email subject line: [Company_name] Job offer / Job offer from [Company_name]

Dear [Candidate_name],

We're delighted to extend this offer of employment for the position of [Job title] with [Company_name]. Here's an overview of terms and conditions for your anticipated employment with us:

Position: [e.g. You will be working as a [Job_title] and reporting to the [e.g. Engineering] department's supervisor.]

Working hours: [e.g. 40 hours per week, Monday to Friday, with a 20-minute break per day.]

Compensation: [e.g. Your annual gross salary will be \$X (12 monthly wages per year).]

Bonus: [If applicable, mention any bonus options you offer, e.g. \$X sign-on bonus.]

Benefits: [As a full-time employee, you will be eligible for the benefits that [Company_name] offers. These benefits include:]

- [Health and dental insurance plan]
- [Occasional work from home days and remote work options]
- [X days of paid vacation leave per year/unlimited vacation]
- [Educational materials and conference tickets]
- [Stock option plan]
- [You will also be eligible for any additional employee benefits that the company may provide in the future.]

Please find attached a detailed offer letter with the terms and conditions of your employment.

We would like to have your response by [date.] If you accept this offer, your start date will be [Start_date] or another mutually agreed upon date. In the meantime, please feel free to contact me or [Manager_name] via email or phone at [provide contact details], if you have any questions.

We are all looking forward to having you on our team!

Best regards,

[Your name]

[Signature]



IT AND TECHNOLOGY RECRUITMENT
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Company Experience Letters

Silicon Valley Associates Recruitment

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info@svarecruitment.com

Blank Sample Experience Letter

Date of issuance: _____

To Whom It May Concern:

This letter certifies that [Employee's name] was an employee in the role of [Employee's designation] with [Company's name] during the period beginning [Employee's start date] and ending [Employee's last day].

During his/her time with [Company's name], [Employee's name] has remained dedicated and loyal to his/her work and responsibilities with our company. His/her responsibilities included [list key responsibilities, experiences, skills, strengths, etc.]. He/she has done an exemplary job while in this role. [Employee's name] has always maintained a professional and courteous attitude and appearance while with our company.

His/Her decision to end his/her employment with our company is solely his/her own decision, and we wish him/her all the best in his/her future career opportunities.

Please contact us for any additional information.

Sincerely,

[Signature]

[Printed name of signatory]

[Signatory's designation]

[Company's seal]

[Name and address of organization]



IT AND TECHNOLOGY RECRUITMENT
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Performance Appraisal

Silicon Valley Associates Recruitment

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Performance Appraisal Form (including supervisory skills)

Employee Name: Position:

Supervisor Name:

Department:

Review Period:

Date:

Instructions: Rate the employee's performance during the review period by checking the most appropriate numerical value in each section. To determine the overall performance rating, add the numerical values together and divide by eight (or 11 if the supervisor section was completed). Prior to the performance discussion with the employee, a detailed plan to address areas rated "needs improvement" or "unacceptable" must be submitted to the department head and human resources for review.

Rating scale:

- 5 Excellent (consistently exceeds standards)
- 4 Outstanding (frequently exceeds standards)
- 3 Satisfactory (generally meets standards)
- 2 Needs improvement (frequently fails to meet standards)
- 1 Unacceptable (fails to meet standards)

	5	4	3	2	1
Job knowledge Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.					
Quality of work Freedom from errors and mistakes. Accuracy, quality of work in general.					
Quantity of work Productivity of the employee.					
Reliability The extent to which the employee can be depended upon to be available for work, to complete work properly, and complete work on time. The degree to which the employee is reliable, trustworthy, and persistent.					
Initiative and creativity The ability to plan work and to proceed with a task without being told every detail and the ability to make constructive suggestions.					
Judgment The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.					
Cooperation Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.					
Attendance Consistency in coming to work daily and conforming to scheduled work hours.					

Complete this section for employees with supervisory responsibilities:

	5	4	3	2	1
Planning and organizing The ability to analyze work, set goals, develop plans of action, utilize time. Consider the amount of supervision required and extent to which you can trust employees to carry out assignments conscientiously.					
Directing and controlling The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.					
Decision-making The ability to make decisions and the quality and timeliness of those decisions.					

Noteworthy accomplishments during this review period:

Areas requiring improvement in job performance (attach the performance improvement plan for any areas rated needs improvement or unacceptable):

Actions taken to improve performance from the previous review:

Professional development goals:

Add all numerical values from each category then divide by 8 (or 11 if the supervisor section was completed).

Overall performance rating: _____

Employee comments:

Signatures acknowledge that this form was discussed and reviewed.

Employee signature:

Date:

Supervisor signature:

Date:



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Our Team

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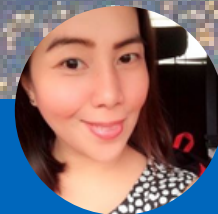
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Silicon Valley Associates is ideally positioned to support the continual demand from tech companies and IT Departments looking to hire in Hong Kong, Asia, and Worldwide. Please let us know if you would further advise on the above topic or your hiring needs.

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