

Creating Offer Letters and Employment Contracts with Strato Document Generation

Supporting Talent Acquisition teams with faster, smarter, and more consistent candidate documentation in SAP SuccessFactors Recruiting



Offer letters and employment contracts are critical moments in the hiring process. They shape the candidate experience, support contract governance, and help move approved offers through to acceptance and onboarding.

In SAP SuccessFactors Recruiting, the information required to create these documents may sit across the Requisition, Candidate Profile, Application, and Job Offer. Internal applicants may also require Employee Central and Position Object data that may not be available directly in Recruiting.

Strato helps Talent Acquisition teams generate the right offer or contract at the defined hiring stage, using approved data, smart template logic, specialist review routing, signature workflows, and connected storage.

Business Outcomes

Organisations can use Strato to support:

- Faster offer turnaround
- Better candidate experience
- Reduced recruiter administration
- Stronger control over contract wording
- More consistent branding across entities
- Clearer visibility across review, approval, and signature steps
- Better handling of internal and external hiring scenarios
- More complete hiring records

Why This Becomes Difficult

Talent Acquisition teams commonly experience:

- Offer letters prepared manually or outside Recruiting
- Candidate and offer data copied into documents
- Position or Employee Central data needed but not available in Recruiting
- Internal and external candidates requiring different document logic
- Complex contracts needing specialist review before release
- Approvals and signatures managed through email or separate tools
- Signed contracts manually uploaded to records

How Strato Can Support

Strato can support Talent Acquisition teams across offer letter, employment contract, and recruiting document generation.



Automated Recruiting Document Generation

- Trigger document generation at the right hiring stage
- Generate offer letters, contracts, amendments, and variation letters
- Support individual offers and high-volume hiring campaigns
- Reduce manual document preparation after offer approval



Recruiting, Position, and Employee Data Coverage

- Use Requisition, Candidate Profile, Application, and Job Offer data
- Include Position Object data where required
- Use Employee Central data for internal applicants
- Support internal mobility, transfers, and employee movement scenarios



Smart Template and Clause Selection

- Select the right offer, contract, amendment, or variation letter
- Apply different logic for internal and external applicants
- Include clauses and language variants by country, entity, role, or employment type
- Show or hide text, clauses, tables, rows, and pages
- Reduce reliance on large template libraries



Smart Branding, Signature, and Write-Back

- Apply the right logo, header, footer, and brand layout
- Support approval and signature steps without offline handoffs
- Use built-in Strato Sign without a separate e-signature provider licence
- Integrate with Adobe Sign or DocuSign where already used
- Write signed documents back to the Applicant Profile or other configured locations



Specialist Review and Contract Control

- Route complex documents to Employee Relations, Legal, or HR specialists
- Support review before candidate release
- Allow controlled updates to non-standard clauses or contract terms
- Return reviewed documents back into the recruiting workflow



What Strato Recruiting Documents Can Include

Offer letters and employment contracts often depend on data from multiple parts of the hiring and employment process.

Strato can use that data to generate candidate-ready documents with the right branding, clauses, approvals, and signature process.

One Template → Smart Logic → Different Contract Outputs

Australia Output



1

AutomationInc Australia
Level 2 / 48 Queens Road
Melbourne
VIC 3000
Australia

13 June 2026

Grace Thompson

BY EMAIL: emp1.strato@gmail.com

Dear Grace,

Offer of Employment - Digital Innovation Manager

We are pleased to extend an offer of employment to you for the position of **Digital Innovation Manager** at AutomationInc Australia (hereafter referred to as "AutomationInc").

2 We are confident that your expertise and experience will contribute significantly to our team's success, and we look forward to welcoming you on board.

Employment Duration and Position

Item No.	Category	Details
1.	Position	Your position will be Digital Innovation Manager in the Production AU department.
2.	Reports to	You will report to Geoff Hill, Production Director .
3.	Commencement Date	Your expected start date will be 01 June 2026 .
4.	Location	The primary location for this position is Sydney, Australia .

Compensation and Benefits

Item No.	Category	Details
5.	Salary	Your annual salary will be AUD \$120,000.00 (before taxes and deductions), paid on a Semi-monthly basis. This is subject to statutory deductions, including tax, superannuation, and other government requirements.
6.	Allowance	You will receive an allowance of AUD \$2500.00 per annum, provided for general expenses, subject to the company's policies and applicable tax regulations.
7.	Superannuation	In accordance with the <i>Superannuation Guarantee (Administration) Act</i> , AutomationInc will contribute 12% of your salary to your nominated superannuation fund. If you do not have a fund, we will provide details of a default superannuation fund.
8.	Stock Options	You will be eligible to participate in the company's stock option plan, subject to the terms and conditions of the plan. Details of your specific grant, including the number of options and vesting schedule, will be provided upon commencement of employment.

Compensation Summary

Basic Salary	AUD \$120,000.00
Bonus	AUD \$25,000.00
Commission	AUD \$10,000.00
Total	AUD \$155,000.00

Benefit Summary

Motor Vehicle	Yes
Accommodation	Yes
Relocation Package	Yes
Stock Package	500 units

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United States Output



1

AutomationInc USA
20 West 34th Street
New York City
NY 10001
United States

13 June 2026

Mindy Brenshaw

BY EMAIL: emp1.strato@gmail.com

Dear Mindy,

Job Offer - Digital Innovation Manager

We are pleased to extend this job offer to you for the position of **Digital Innovation Manager** at AutomationInc USA (hereafter referred to as "AutomationInc").

2 We are confident that your expertise and experience will contribute significantly to our team's success, and we look forward to welcoming you on board.

Employment Duration and Position

Item No.	Category	Details
1.	Position	Your position will be Digital Innovation Manager in the Production US department.
2.	Reports to	You will report to Tessa Walker, HR Business Partner Global .
3.	Commencement Date	Your expected start date will be 01 September 2026 .
4.	Date of Expiry	The employment term is set to end on 31 August 2027 , unless otherwise extended or modified by mutual agreement.
5.	Location	The primary location for this position is Los Angeles, United States .

Compensation and Benefits

Item No.	Category	Details
6.	Salary	Your annual salary will be USD \$120,000.00 (before taxes and deductions), paid on a Monthly basis. Your compensation is subject to applicable federal, state, and local taxes and deductions.

Compensation Summary

Basic Salary	USD \$120,000.00
Bonus	USD \$10,000.00
Total	USD \$130,000.00

Benefit Summary

Relocation Package	Yes
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What the numbers show

1. Country and entity branding
2. Controlled editable sections
3. Role and offer data
4. Compensation and benefits logic
5. Logic-driven rows, tables, and content

Where Recruiting Document Automation Adds Value

Strato is most relevant when offer and contract documents are time-sensitive, candidate-facing, or dependent on data that may not be contained in SAP SuccessFactors Recruiting.



Discover how Strato can support faster, smarter, and more consistent offer letter and employment contract generation for SAP SuccessFactors Recruiting.

For more information, please email us at info@stratohcm.com



StratoHCM.com



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