

# Offer Letter



St. Joseph Engineering College  
Vamanjoor, Mangalore, Karnataka 575028  
Phone: +91 824 2263753

**12/27/2024 21:34:30**

**Kathleen**

**1629 Cinnamon Lane San Antonio, TX 78212**

Subject: Offer of Employment

Dear **Kathleen**,

It is with great pleasure that we extend to you an offer of employment at St. Joseph Engineering College, Mangalore. After careful consideration of your application, qualifications, and interview, we are excited to welcome you as part of our esteemed institution.

Position Details:

Designation: Assistant Professor

Department: CSE

Reporting To: HOD CSE Dept

Start Date: 01/14/2025

Compensation and Benefits:

Your compensation will be as discussed during the selection process. A detailed breakdown of the salary structure and benefits will be shared upon your acceptance of this offer.

Terms and Conditions:

Your appointment is subject to the successful completion of the background verification and submission of required documents. You will be required to adhere to the policies, rules, and guidelines of the institution, as outlined in our employee handbook.

This offer is valid until 01/03/2025.

We are confident that your skills and experience will make a significant contribution to the success of St. Joseph Engineering College. Please confirm your acceptance of this offer by signing and returning a copy of this letter by 01/04/2025.

Should you have any questions or require further clarification, feel free to contact us at [hr@sjec.ac.in](mailto:hr@sjec.ac.in).

We look forward to welcoming you to our team and embarking on a successful journey together.

Yours sincerely,

XYZ

HR SJEC

St. Joseph Engineering College

Acknowledgment and Acceptance:

I, **Kathleen Hanner**, accept the offer of employment at St. Joseph Engineering College as per the terms and conditions stated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_