**(DATE)**

**Mr. / Mrs. (NAME)**

**(FULL ADDRESS)**

Dear

Mr. / Mrs. (First Name)

We are pleased to appoint you as “**Software Developer”** with effect from **(DATE)**.

We are eager to have you as part of our team. We foresee your potential skills as a valuable contribution to our company.

You will be required to complete your assigned task regular basis within strict scheduled time frame without any delay.

Regular performance review will be conducted to assess your performance and suitability.

You will maintain strict confidence and secrecy of company information.

If the letter is acceptable to you kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Sincerely,

For **The Professional Consultancy Services**

Manasi Das Halder

(Proprietor)