

[Company Logo]

Company1
Mumbai

Date: 2025-11-19

To,
xyz

Subject: Offer of Employment – Web Developer

Dear xyz,

We are pleased to offer you the position of Web Developer at Company1 based on your performance in the interview.

Your joining date will be 2025-12-03. You will be compensated with a salary of 40000 per month/year.

Please report to the reporting manager on the joining day for completion of onboarding formalities.

We look forward to having you as part of our team. Please sign and return a copy of this letter as a token of your acceptance.

Warm Regards,
HR Department
HR Department
Company1
Contact: HR Department