

[Company Logo]

company1  
xyz city

Date: 2025-11-17

To,  
insha

Subject: Offer of Employment – back end developer

Dear insha,

We are pleased to offer you the position of back end developer at company1 based on your performance in the interview.

Your joining date will be 2025-11-19. You will be compensated with a salary of 899 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