

# Company Name

Company Address

City, State PIN

Country

## OFFER LETTER

**CANDIDATE NAME**

dfg

**EMAIL**

sdfg@gmail.com

**DESIGNATION**

dfg

**DEPARTMENT**

dfgnh

**JOINING DATE**

2025-09-04

**WORK LOCATION**

dfg

### Employment Terms

- Probation Period:** 6 months
- Notice Period:** 30 days
- Working Hours:** 9 AM - 6 PM
- Work Days:** Monday - Friday
- Contract Duration:** 365 days

Date: September 5, 2025

HR Manager

dfg

This offer letter is valid for 30 days from the date of issue.

For any queries, please contact HR department.