

# Company Name

Company Address  
City, State PIN  
Country

## OFFER LETTER

**CANDIDATE NAME**

xcvb

**EMAIL**

sdf@gmail.com

**DESIGNATION**

safdgfd

**DEPARTMENT**

sfdsg

**JOINING DATE**

2025-11-01

**WORK LOCATION**

fd

### 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: November 4, 2025

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HR Manager

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xcvb

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

For any queries, please contact HR department.