

JOB OFFER LETTER

Company Information

Date

Recipient Name

Title

Company Name

Street Address

City,ST ZIP Code

Dear : Saurabh

We are pleased to offer you employment at **Your Company Name**. We feel that your skills and brackground will be valuable assets to our team.

Per our discussion,the position is **Position Applied For**. Your starting date will be **Date To Start** The enclosed employee handbook outlines the medical and retirement that our company offers.

If you choose to accept this offers, sign the second copy of this letter in the space provided and return it to us. A stamped self-addressed envelope is enclosed for your convenience.

We look forward to wecomming as a new employee at **YOUR COMPANY NAME**.

Sincerely,

Your Name

Title

Enclosure