

JOB OFFER LETTER

Sri Publication & Stationers Pvt. Ltd.

Date : 2020/06/10

Recipient Name

Title

Sri Publication & Stationers Pvt. Ltd.

ashok nagar

ranchi ranchi jharkhand 834002

Dear : rahul kuswaha

We are pleased to offer you employment at **Sri Publication & Stationers Pvt. Ltd.** We feel that your skills and brackground will be valuable assets to our team.

Per our discussion,the position is **HR Manager** 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 welcomming as a new employee at **Sri Publication & Stationers Pvt. Ltd.**

Sincerely,

Your Name

Title

Enclosure