Offer Letter

Dear <<Name>>,

Congratulations! We are pleased to confirm that you have been selected to work for ABC Pvt Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of <<Job\_title>> with an annual cost to company of <<Annual\_CTC>>.

We would like you to start work on <<Joining\_date>>. Please report to <<Reporting\_manager\_name>> for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by <<Last\_date\_to\_accept\_offer>> to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our ABC Pvt Ltd and look forward to working with you.

Sincerely,

<<HR\_name>>

<<Position>>