**OFFER LETTER**

**Date:**

|  |
| --- |
| {{ hr.employee - birthday - %d-%m-%Y }} |

**{{ emp\_address }}  
{{ ms/mr/miss }}**

**{{ her/him }}**

**{{ her/his }}**

**{{ hr.employee - contract\_id - contract\_wage - o2m }}**

**{{ hr.employee - contract\_id - wage - o2m }}**

**{{ hr.employee - contract\_ids - contract\_wage - o2m }}**

**{{ sal\_rev\_dt }}**

**{{ con\_eff\_dt }}**

**{{ con\_app\_dt }}**

**{{ app\_exis\_year }}**

**{{ app\_new\_year }}**

**{{ salary\_annual\_ctc\_word }}**

**{{ salary\_monthly\_ctc\_word }}**

**{{ hr.employee - name }} , {{ today.%dth %B, %Y }}**

Pursuant to the {{ hr.employee - probation\_period }} {{ hr.employee - probation\_period - n2w }} you had with us we are pleased to extend an offer you a position of a **{{ hr.employee - appraisal\_ids - old\_ctc - o2m }}** to **Company NAME.** {{ hr.employee - appraisal\_ids - old\_ctc - o2m }}

You will be issued an Appointment letter on your day of joining **Company NAME.** Also, a printed and signed version of the NDA will be provided to you within one month from the day you officially join **Company NAME** and or clearance of background investigation relating to your suitability for association, including, but not limited to, your education and prior employment (if any).

Should you accept this offer, please sign duplicate copy of this letter confirming your start date i.e. **DD-MM-YY** and return it back to us immediately. This offer, if not previously accepted by you in writing, will expire 7 (seven) days from the date of this letter.

You will need to submit the documents as mentioned in **Annexure A**. These documents have to be submitted on the day of joining.

We hope that your acceptance of this offer will use be that beginning of a mutually beneficial relationship. If you have any questions regarding these terms, please contact the HR team.

We hope you’ll choose to be a part of this exciting opportunity and we would be thrilled to have you as part of our team.

Welcome to **Company NAME** Family.

|  |  |
| --- | --- |
| For,  **Company NAME**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Riddhi Rajwansh, HR Executive** | Acknowledgement: I accept the offer and I will report for duty on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Name** |

**ANNEXURE - A**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Photographs | : | Five latest passport size photographs |
|  | Educational Certificates | : | Education Certificates 10th to highest (Original & Copy) |
|  | Previous Employer’s Details | : | * Appointment Letter (Original & Copy) * Resignation Letter with acknowledgement (Original & Copy) * Relieving Letter (Original & Copy) * Experience Letter (Original & Copy) * Salary Slips (Last 3 months) * Bank Statement (Last 6 months) * Last Increment Letter |
|  | PAN Card | : | PAN Card (Original & Copy) |
|  | ID and Address Proof | : | Aadhar Card (Original & Copy) |