

JOB OFFER LETTER

[Company Letterhead]

[Company Name]

[Company Address]

[Phone] | [Email]

Date: _____

To,

[Candidate Name]

[Candidate Address]

Subject: Offer of Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Company Name], reporting to [Manager/Supervisor Name]. Your expected date of joining will be [Start Date].

Terms of Employment:

- Position: [Job Title]**
- Location: [Office Location]**
- Salary: ₹_____ per annum (CTC), payable monthly**
- Probation Period: ____ months**
- Working Hours: [Insert working hours and days]**

This offer is contingent upon successful completion of all pre-employment checks and submission of the following documents:

- 1. Educational Certificates**
- 2. Previous Employment Proof (if applicable)**
- 3. Identity and Address Proof**
- 4. PAN Card and Aadhaar Card**

Please confirm your acceptance of this offer by signing and returning a copy of this letter by
__/__/__.

We are excited about the potential you bring to our team and look forward to your positive confirmation.

Sincerely,

[HR Name]

[Designation]

[Company Name]

Accepted by:

Signature: _____

Name: _____

Date: _____