
Offer letter

Date:

Dear

Your start date will be

1. Responsibilities

- Your primary tasks include:

2. Schedule You will work Monday to Friday, 10:00 AM – 5:00 PM.

Flexibility may be required based on project needs. 3. Policies

Attendance: Leave requests must be approved in advance. Unapproved absences may lead to termination. Dress Code: Professional attire is required during working hours.

4. Acceptance Please confirm your acceptance by signing,along with your documents (aadhar card,pan card,college id card's copy) and returning this letter by . We are excited to have you join our team and look forward to your contributions.

Signature: _____

Date: _____

