

«First Name»

«Address_Line_1»

«Email_Address»

SUBJECT:

Dear «First Name»

Congratulation «Company» «First_Name» is excited to offer you with the position of «Designation» with a start date of «Date_of_jion»

Your starting salary Package Will be «Salary»

All your job responsibilities will be explained to you at the time of joining

We hope to see you soon

Feel free to contact our management for any query regarding the given details