

1445-04-06

To,  
manager  
chennai

**Subject: Offer of Employment**

Dear manager,

We are pleased to offer you the position of manager at our company. Your joining date will be 9839-06-08, and your starting annual salary will be 700000.

Please find below the terms and conditions of your employment:

**Terms and Conditions:**

1. You will be on a probation period of 6 months from your joining date.
2. Your employment is subject to verification of your documents and background.
3. You are required to maintain confidentiality of all company information.
4. Either party may terminate employment with one month's notice.
5. You must adhere to all company policies and code of conduct.

We look forward to having you on our team.

Sincerely,  
manager