

Date:

**Letter of Job Offer**

**Dear Mr./Ms.**

is pleased to inform you that you have passed the interview in our company.

This is to certify that we are pleased to offer you a job with the information below is the details of the employment.

**Position:**

**Date start:**

**Gross Salary:**

**Passed Probation:**

**Other Benefit:**          Company Policy

You must work following our policy term of condition. You are required to carry such a duties and job function. In which you may be instructed from time to time by the company and the personal acting on behalf of the company.

We are positive that you will find our company as an existing place to develop and advance your careers.

We are excited to have you join our team! If you have any question, please feel free to reach out at any time.

Please confirm your acceptance of this offer by signing and returning this letter to HR. Department

Your truly,

**Lay Bunnavath**  
**Managing Director**

**Employee Signature/ Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_