

Mr Veer  
1st main rd, ABC apartments, Nungambakkam, Chennai 600026

26/02/2024

Mr Sarath  
2nd main road, XY Apartments, OMR, Chennai 600000

Subject: Job Offer - Frontend Developer at XYZ

Dear Mr Sarath,

We are pleased to offer you the position of Frontend Developer at XYZ. Your skills and experience during the interview process impressed us, and we believe you would be a valuable asset to our team.

In this role, you will be responsible for:

- Creating and maintaining user-friendly and responsive web applications
- Collaborating with designers and back-end developers to ensure seamless integration
- Implementing best practices for code quality and maintainability
- Staying up-to-date with the latest frontend technologies and trends

We are offering a competitive compensation package of ₹15 lakhs per annum, with the option to create your own split between salary and benefits. You will also be eligible for a comprehensive benefits package (details outlined in the attached offer letter).

Your anticipated starting date is one month from the date of this letter, subject to successful completion of background checks and onboarding procedures.

We are excited about the prospect of you joining our team and look forward to your positive response. If you have any questions, please don't hesitate to contact me.

Sincerely,

Mr Veer