

To,  
Zoey Cummerata,  
4297 Robel Brooks  
2023-06-17

**Sub: Job Offer Letter for HR Manager**

Dear candidate,

We are very excited to inform you that you have been selected to work for our company **Vristech Solutions** as a **HR Manager**.

Your duties will be to help our sales department reach the goal before or within the given time. You must work hard and be well communicative to work out properly our given tasks.

We hope that you will be very forward to selling our products to the clients. Your salary will be ? **30000 per month**.

You will get other benefits and the appointment letter after the completion of your training period of **3 Months**. You must report to our head of the H.R department on **24th June 2023** .

We are delighted to send you this offer letter for the HR Manager job which you have to sign in front of our H.R manager on the first day of your job.

We are happily waiting to work with you.

Thank you very much!  
Regards

Jagjit Singh  
HR Manager  
Vrsitech Solutions