

JOB OFFER LETTER

Date: April 15, 2020

To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Job offer letter

Dear Mr./Mrs.,

We are pleased to inform that based on your performance in all the elimination rounds, group discussion and personal interview, you have been selected for the post of(designation).

You can collect your appointment letter from the HR department before 15th September, 2013. If you fail to do so, the offer will be null and void.

We look forward to have a fruitful and long association with you.

If you have any questions, please feel free to contact me directly. Looking forward to your reply.

Yours sincerely,

<NAME>

<Signature>

<Formal Name + Title>

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