

Dear Rajesh,

Following our recent discussions, we are thrilled to formalize our offer for a **6-month contract position** at [Company Name]. We were consistently impressed throughout the interview process and believe your skills and experience will be an invaluable asset to our team.

This letter outlines the terms and conditions of your engagement with us.

Offer Details

- **Position Title:** [Job Title]
- **Engagement Type:** This is a **6-month fixed-term contract**.
- **Start Date:** Your anticipated start date will be [Start Date].
- **Compensation:** Your gross monthly compensation will be [Amount], payable in accordance with our standard payroll schedule.
- **Reporting Manager:** You will report directly to [Manager's Name], [Manager's Title].

Key Responsibilities

As a [Job Title], you will be a key contributor to the [Department/Team Name]. Your primary duties will focus on:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Acceptance of Offer

We are very much looking forward to the possibility of you joining our team. To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline].

Your contributions will be vital to our upcoming projects, and we are eager to welcome you aboard.

Should you have any questions, please do not hesitate to reach out to me directly.

Sincerely,

[Your Name] [Your Title] [Company Name]