

Subject: Offer of Employment with [Company Name]

Dear Rajesh,

Following our recent discussions, it is with great pleasure that we extend this **formal offer of employment** for the position of **[Your Position Title]** with [Company Name]. The entire team was thoroughly impressed with your qualifications and experience, and we are extremely excited about the prospect of you joining us.

This letter outlines the terms and conditions of your offer.

Position Details

- **Title:** [Your Position Title]
- **Reporting To:** [Manager's Name], [Manager's Title]
- **Start Date:** We have tentatively scheduled your start date for [Start Date].
- **Location:** [Office Location / Remote Work Details]

Terms of Engagement

This offer is for a **fixed-term engagement of six (6) months**. Your employment will be governed by the standard terms and conditions outlined in our company policies, which will be provided to you upon joining.

Compensation & Benefits

- **Remuneration:** You will receive a gross monthly salary of **[Amount]**, payable on [Payment Schedule, e.g., the last working day of each month].
- **Benefits:** You will be eligible to participate in our company's benefits program. Further details on health insurance, paid time off, and other perquisites will be shared during your onboarding process.

Next Steps

This offer is contingent upon the successful completion of a **background verification** and providing proof of your legal right to work.

To accept this offer, please sign and return a copy of this letter by [Offer Expiration Date]. Your signature will confirm your acceptance of the terms outlined above.

We look forward to welcoming you to the team and are confident that you will make a significant contribution to [Company Name].

Sincerely,

Acme Corp Pvt Ltd