# OFFER LETTER

**company name**

**date**

**user name**

**address**

dear **user name,**

we are pleased to offer you employment at **company name**. We feel that your skills and background will be valuable to our team.

As per our discussion the position is **position**. Your starting **date** to start and your CTC is **CTC**. The enclose employee handbook outlines, the medical and retirement benefits that our company offers.

if you choose to accept this offer please sign the second copy of the letter in the space provided and return to us.

We look forward to welcoming you as new employee at **company name**.

Sincerely.

**your name**

**position**