# Offer of Employment

Dear [Candidate Name],  
  
We are pleased to offer you the position of [Job Title] at [Coffee Shop Name]. Your skills and experience will be an ideal fit for our team. This letter outlines the terms and conditions of your employment.

1. Position: You will be employed as a [Job Title], reporting to the [Manager/Owner Name].

2. Start Date: Your expected start date will be [Start Date].

3. Work Schedule: Your regular working hours will be [Working Hours] per week, with weekly offs as per the café schedule.

4. Compensation: You will receive a salary of ₹[Monthly Salary] per month, payable on a monthly basis. Any applicable taxes will be deducted as per government regulations.

5. Probation Period: You will be on a probation period of [Probation Duration], during which your performance will be reviewed.

6. Benefits: You will be eligible for staff discounts, paid leave, and other benefits as per company policy.

7. Confidentiality: You are expected to maintain confidentiality of all internal matters, recipes, and customer data.

8. Termination: Either party may terminate this employment with [Notice Period] notice or salary in lieu thereof.

Please sign and return a copy of this letter to confirm your acceptance of the offer. We look forward to welcoming you to Brew Beans!

Sincerely,  
  
[Employer Name]  
[Designation]  
[Coffee Shop Name]

Accepted and Agreed:  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Candidate Name]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_