\_Company name

\_Address1

\_Address2

\_Address3

\_Date

Dear \_Title \_Name,

Re: Offer of \_Job Title

Congratulations! We are pleased to inform that you have been selected to work for \_Company name. We are delighted to make you the following job offer.

The position we are offering you is that of \_Job Title at a monthly salary of \_Salary/month with an annual cost to company of \_Annual CTC.

We would like you to commence employment with us on \_Joining Date. There will be a probationary period of (usually three months). After the successful completion of your probationary period, you will be promoted to permanent employee.

You will be working within the office (optional clause: But there may be times that you’ll be required to work in our other offices, depending on the needs of the business.)

Your working hours will be from 9 am to 6 pm (optional clause: Due to the nature of this post, you may be required to work additional hours reasonably necessary to perform your duties as \_Job Title.)

In addition to your salary you will also be entitled to holiday entitlement, profit/performance related bonus, private healthcare cover etc..,

To confirm your acceptance of this post please sign both copies of this letter as indicated overleaf and return one copy to me by \_Joining Date.

We really hope that you will decide to accept this offer and look forward to working with you in the future. If you have any further queries please don’t hesitate to contact me.

Queries Mail Address - \_HR Mail id

Yours Sincerely,

\_HR Name – HR

Acknowledgement by the Employee:

I accept the terms of conditions outlined in the offer letter and confirm that I am able to commence the post on scheduled date.

Employee Name: Signature: Date: