

Pitech Education
Newpaney building
Near NBBGC Tadong, Gangtok, Sikkim
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Website: pitecheducation.in

Job Offer Letter

Date: [DD/MM/YYYY]
Ref No.: [Your Reference Number]

To,
[Employee’s Full Name]
[Address Line 1]
[City, State, ZIP Code]

Dear [Employee’s Name],

We are pleased to offer you the position of [Job Role] at [Your Company Name]. Based on your qualifications and performance during the interview, we are confident that you will be a valuable addition to our team.

Your employment details are as follows:

- **Position:** [Job Role]
- **Department:** Administration
- **Monthly Salary:** [salary] (in words)
- **Joining Date:** [DD/MM/YYYY]
- **Working Hours:** [Specify timing, e.g., 9:30 AM – 6:00 PM]

Please report to the HR Department on your joining date with the following documents:

1. Educational Certificates (Original and Photocopies)
2. Identity Proof (Aadhaar / PAN Card)
3. Passport-size Photographs (2 Nos.)
4. Previous Employment Documents (if applicable)

We look forward to having you as a part of our organization and believe that your skills and enthusiasm will contribute significantly to our continued success.

Please sign and return a copy of this letter as a token of your acceptance.

(Authorized Signatory)
Name: _____
Designation: _____
Signature: _____