



Demo

[Your Company Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

Subject: Offer of Employment – [Job Title]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Your Company Name], commencing on [Start Date]. This offer is contingent upon successful completion of [Background Check/Other Contingencies, if any].

Position Summary:

In this role, you will be responsible for [briefly describe key responsibilities and duties]. This includes, but is not limited to, [list 2-3 key responsibilities]. A more detailed job description is attached for your review.

Compensation and Benefits:

Your annual salary will be [Salary Amount] paid [Payment Frequency, e.g., bi-weekly]. This is commensurate with your experience and qualifications. In addition to your base salary, you will be eligible for the following benefits:

[Benefit 1, e.g., Health Insurance]

[Benefit 2, e.g., Paid Time Off]

[Benefit 3, e.g., Retirement Plan]

[Benefit 4, e.g., Life Insurance]

[List other benefits]

A comprehensive benefits package summary is attached for your review.



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Employment Terms:

This is a [Full-time/Part-time] position. Your employment will be [at-will/subject to a - specify length]. [Include any probationary period details, e.g., Your employment will be subject to a [Number]-month probationary period.]

Acceptance of Offer:

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. If you have any questions, please do not hesitate to contact [Contact Person] at [Phone Number] or [Email Address].

We are excited about the prospect of you joining our team and look forward to your response.

Sincerely,

[Hiring Manager Name]

[Hiring Manager Title]

Acceptance:

I, [Candidate Name], hereby accept the offer of employment as outlined in this letter.

Signature Date

Attachments:

Job Description

Benefits Summary



PARSHWANATH CHARITABLE TRUST'S
A.P. SHAH INSTITUTE OF TECHNOLOGY
Department of Computer Science and Engineering
Data Science



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Signature:

Dhananjay Agarwal
HOD