

# Sub: Offer Letter

Date: 12-07-2023

Dear Sahil Sawant,

We are pleased to offer you the position of [Job Title] at [Company Name]. We were impressed with your qualifications and experience, and we believe that you would be a valuable addition to our team.

Below are the details of the offer:

Position: Manager

Department: [Department Name]

Start Date:01-08-2023

Salary: 25000

Annual CTC: 300000

Please review the attached documents, which include our employment terms and conditions. If you have any questions or concerns, please feel free to contact us.

If you decide to accept this offer, please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of the position.

Again, congratulations on your offer. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]