

Company Name

Date: 15/10/2025

## Offer Letter

To,  
Jayesh Suntha  
A 104

Dear Jayesh,

We are pleased to offer you the position of manager at Company Name. The offered compensation is 10000. Your tentative joining date is 15/10/2025.

### Terms & Conditions:

- Employment is subject to satisfactory verification of identity and documents.
- Probation period: 6 months (as per company policy).
- Employment will be governed by company policies and applicable laws.

Sincerely,

HR Team