**[Current Date]**

To,

**[Email]**

**[Phone]**

Dear **[Name]**,

Tech twiddle is excited to bring you on board as **[job title]**.

Congratulations! Further to your application/discussion for employment with us, and the subsequent selection process, we are pleased to inform you that you have been selected for employment in Tech twiddle.

We’re just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with Tech twiddle.

Tech twiddle is offering a **[Nature]** position for you as **[job title]** reporting to [immediate manager/supervisor] starting on **[Start Date]** at **[Location]**.

In this position, Tech twiddle is offering to start you INR **[salary]**/- per month. You will be paid on a monthly basis,

Your employment will be governed by the rules, regulations and policies of the Company and are outlined in Annexure I. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As part of your compensation, we are also offering [If applicable, you’ll describe your bonus, profit sharing, commission structure, stock options, and compensation committee rules here].

As an employee of Tech twiddle, you will be eligible for [briefly name benefits, such as health insurance, stock plan, dental insurance, etc.].

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before [offer expiration date].

Sincerely,

Mohd Asif

MD, Tech twiddle