Ref No. [[Format of the Reference No.]]

Date: [[Date]]

OFFER LETTER

To

[[Name]]

[[Name of father]]

[[Address]]

Dear [[Mr./Miss./Mrs./Ms.]] [[Name]]:

Congratulations! We are pleased to confirm that you have been selected to work for [[Company Name]]. We are delighted to make you the following job offer.

The position we are offering you is that of [[Job Title]] at a monthly salary of [[Salary per month]] with an annual cost to company [[Annual CTC]]. This position reports to [[Supervisor Title]], [[Supervisor Name]]. Your working hours will be from [[Timing]], [[Starting Week Day]] to [[Ending Week Day]].

We would like you to start work on [[Desired starting date]] at [[Desired starting time]]. Please report to [[Name of person to report on start date]], for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by [[Last date for offer acceptance]] to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our [[Company Name]] and look forward to working with you.

Yours Truly,

COMPETENT AUTHORITY

[[Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]