**Offer Letter For the Post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be printed on letter head)**

Date: …………

To  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Offer Letter

We are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We are all excited about the potential that you will bring to our company.

As we discussed during your interviews, you will be functionally reporting  
to, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at Office No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your initial compensation package includes an annual salary of INR   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly (INR only).

You are required to join us latest by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, beyond which this offer stands  
cancelled unless otherwise either party communicates the said delay beforehand.  
We look forward to your arrival as an employee of our organization and are  
confident that you will play a key role in it.

Your detailed appointment letter will be issued to you after one month of joining.   
If this employment offer is acceptable to you, please sign a copy of this letter   
and return it to us by next day.

With best wishes

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

HR Manager

I accept the above mentioned employment offer and acknowledge receiving a copy of   the same.  
Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_