**Offer Letter For the Post of**

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 organization.

As we discussed during your interviews, you will be functionally reporting  
to , , at   
Location> Office.

Your initial compensation package includes an annual salary of INR   
\_\_\_\_\_\_\_\_\_\_ CTC (CTC 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 our company’s expansion into   national  
 and international markets.

Your detailed appointment letter will be issued to you at the time of your joining.  
If this employment   offer is acceptable to you, please sign a copy of this letter   
and return   it to us by **.**

 Yours truly,

For ,

Head-Human Resources

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