**Letter of Offer**

Date:

To

**Ms/Mr.**

,

,

**Sub**: Appointment for the position of ‘’ to be based at **.**

We thank you very much for spending your valuable time for personal discussion.

We are pleased to appoint you as ‘’. A detailed Appointment Letter will be issued at your joining the organization. We request you to join on **.** Kindly submit the following documents at the earliest.

1.      Relieving and Service Certificates from all the past and present employers, if any.

2.      Last Salary Slip of present organization, if any.

3.      Certificate showing your blood group.

4.      Six Passports sized photographs.

5.      One reference letters from respectable person.

Wish you all the best and welcome to

Thanking you,

Yours truly,

For **Company name**

**Manager HR**

I will join the services on **.** If I fail to join the services of the company on the date mentioned above, or do not get permission in writing from the company to join on such other extended date, my appointment may be cancelled.

Signature:   Date: