

Letter of Offer

(Permanent Employment)

<REFNO: COMPANY NAME/DEPT/MMYY/OFFER NO>
DD MM YYYY

Candidate Full Name

Address

Sub: Job offer

Dear Mr/Ms<Candidate Last Name>

We are pleased to offer you the position of **<Designation>** in our **< Name of Function>** based at**<Location of Posting>**.

Your immediate supervisor will be**<Name of Reporting Manager>**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs.< Annual CTC>**, subject to tax and other statutory deductions
- **Sales Incentive:** As per the prevailing company scheme **< Only Applicable for Sales personnel>**
- Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till **< Expected date of joining>**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **<Location> office**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For **<Name of the Organization>**

<Designation>