



OFFER LETTER

Date: {LetterDate}.

To,
{Employee Name},
{Employee Address},

Dear Mr {Employee Name},

With reference to your application and subsequent interviews, it is our pleasure offering you the position of {Designation}. You are expected to join duty on {Date of Joining}.

Your employment will take effect from the date of joining, which is not later than {Date of Joining}. You are expected to join on or before the given date. You will be given a detailed appointment order after joining.

Offer stands canceled in case of any fails to follow the Terms & Conditions of the Company.

We take this opportunity of welcoming you to the **Company name** family for a long and fruitful association and invite you to participate in the enriching experience of building the organization towards greater heights of achievements.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Wish you good luck for your future endeavors.

Sincerely,

HR
Company name