To Place:

The Employee name, Date:

Address.

Sub: Employment by \_\_\_\_\_\_\_\_\_(Company name)

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_,

Congratulations! We are excited to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Designation)** at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(company name)**. Your salary will be \_\_\_\_\_\_\_\_\_\_ Rs per month.

Your working hours will be from \_\_\_\_ am to \_\_\_ pm, and you will have six working days each week.

Kindly note that this role is on a contract basis, and your employment will commence from \_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

Please sign a copy of this letter and submit it to the HR department as a confirmation of your joining.

Looking forward to working with you.

Yours Sincerely,

Authorized Signatory.