To Place:

The Employee name, Date:

Address.

Sub: Offer letter for the position of \_\_\_\_\_\_\_\_\_\_ **(Designation)**.

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

We are pleased to offer employment at \_\_\_\_\_\_\_\_\_\_\_\_\_**(company name)** as \_\_\_\_\_\_\_\_\_\_**(designation)** on contract basic commencing from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.

Your monthly salary is **\_\_\_\_\_\_\_\_ Rs** with statutory deductions like PF and ESI.

You will have a total of six working days every week and your shifts will be decided by the supervisors.

Your performance will be reviewed at the end of the contract period, based on your performance the management will make a decision to hire you or not on regular basis.

Looking forward to collaborating with you.

For the Company Name,

Authorized Signatory.