To Place:

The Employee name, Date:

Address.

Sub: Offer Letter.

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_**(Employee Name),**

We are pleased to inform you that you have been selected to work at \_\_\_\_\_\_\_\_\_\_\_\_\_**(company name)** as \_\_\_\_\_\_\_\_\_\_(**designation).**

You are recruited on a contract basis and the contract will be valid up to six months commencing from \_\_\_\_\_\_\_\_\_ **(date of joining).**

The company has full right to terminate you with or without cause, and with or without notice during the contract period. You will be paid with a monthly salary of \_\_\_\_\_\_\_ Rs. **(amount in Words)**.

Please sign and submit this letter to confirm your acceptance of this job offer.

Looking forward to working with you.

For the Company Name,

Authorized Signatory.