

# Sample Offer Letter Format

## From Employer to Employee - Free Offer Letter Template for Example

Date \_\_\_\_\_

Mr.(Candidate Name )

Complete Address (House No. & Lane Name)

Area, City, PinCode

State

### **SUBJECT: JOB OFFER FOR EMPLOYMENT**

Dear ( Mention the First Name of the Candidate)

Subsequent to your application & our meeting, we're pleased to inform you that you have been appointed at (**Name of company**)

**Position** - "Executive – Post Fixture & Operations" at our office.

Following are the brief details of your employment.

1. **Date of joining**: .....

2. **Salary** will receive a gross salary of ..... per annum plus festival bonus equivalent to one month salary. You will be eligible for leave and other such benefits in accordance with the company's rules and regulations.

3. **Probation**: Your probation period will 3 months from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period.

4 You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

5. Amendments to the above terms and conditions, if any, will be made in writing.

The detailed terms and conditions of your employment will be shared upon your joining.

Please acknowledge this Job Offer appointment mail Letter as a token of you having accepted the above terms and conditions.

Whilst welcoming you to **(Company Name)** we wish you good luck and a very bright career with us.

**Welcome Aboard!**

**Name :** .....

**Designation:-** Assistant Manager

**Location**.....

**Address** .....

**Official Seal with signature**