

# Job Offer Letter Sample for the post of Manager - CC

## Sample Template for Example

Dated\_\_\_\_\_

To,

Candidate Name\_\_\_\_\_

Address\_\_\_\_\_

### **Subject: Job Offer for Manager - Credit Control**

**Dear (Candidate Name)**

Refer to your interview held in office on 23rd January 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Manager – Credit Control with our organization. You will be placed at our corporate office based at New Delhi and will be reporting to Director – Finance and Account.

Your are offered Rs.6,00,000.00 ( Rupees Six Lacs Only) as an annual cost to company, details break-up is attached as an Annexure. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

Please bring and submit the following documents at the time of Joining:

1. Last organization – Job offer Letter / Appointment Letter
2. Experience Letter
3. Relieving Letter ( all last organizations)

4. 3 Months Salary Slip.
5. Certificates / mark sheets in support of your qualifications.
6. Two Passports sized photographs.
7. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

**For (Company Name)**

**Name, Designation & Signature**  
**( Signing Authority )**