

Job Offer Letter for the post of Software Developer

Sample Offer Letter Format Template

Dated_____

To,

Name of the Candidate (Mention full Name)

Complete Residential Address

City, Post Code

Subject: Offer letter for the Post of PHP Software Developer

Dear (First name of the candidate)

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of PHP Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC structure and Salary break-up. Your date of joining would be on or before Monday 2nd march 2020.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- Last company appointment letter
- Last company relieving letter

- Second last company relieving letter
- 10th and 12th mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you on board and wish a long association with you and a successful career ahead.

Thanks and Regards

Yours Faithfully

For (Company Name)

Name, Designation & Signature
(Signing Authority)