

Offer Letter Format

Sample Template for Example Only

Dated_____

To,

Name of the candidate

Complete Address

City and Pin Code

Country

CONGRATULATIONS!

Sub: Offer for Appointment for “ Job Title”

Dear (First Name of the candidate)

With reference to your application and subsequent interview with us, we are pleased to offer you the following position:

Position	(Mention the Position / Job Title)
Company Location	(Mention the Company Name & Job Location)
Probation	(Mention Probation Period if any)
Salary	(Mention the Monthly or Annual Salary)
Joining Date	Date of Joining on or Before)

You are requested to return the duplicate copy of the offer of appointment signed by you in token of your acceptance or Email back to us using your personal email address to our official id tendering your consent.

We welcome you and look forward to a long and successful association.

Yours sincerely,

For (company name)

Signature

Name and Designation of signing authority