

Offer Letter Format to be sent via Email

Sample Template - Should be sent by the official Business Email only

Date : _____

Email Subject : Job Offer for employment

Congratulations & Welcome!

Hi (First Name of the Candidate) ,

This has reference to your application, interview and the discussions you had with us regarding your joining our company (You can add the Company Name). Consequent of the same, we are pleased to announce that the Management has decided and issuing this Job offer Letter for employment with us on the position of **Manager – Online Marketing**. You shall be accountable for digital marketing and ecommerce business operation of our company

You are offered a annual CTC _____ (Mention the Currency with Figure in Numbers and in words also). The deduction will be as per the Govt. Taxation guidelines.

You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verifications.

1. 2 passport size photograph
2. copy of Identify Proof
3. copy of Social Security / Pan
4. Cancelled Bank cheque (name printed on it).
5. Reliving letter from Previous employer
6. Experience certificate

We welcome you and look forward to your joining from (mention the date of Joining) and we are sure that you will have a rewarding cheerful career with us.

Thanks and Regards

Name of the Manager with Designation

Company Name, Phone and Mobile Number

Email address and Website Address