

Offer Letter Format

Sample Template for Example - Download Free in word and Pdf Format

Date: _____

To,

Name of Candidate _____

Complete Address _____

City, State, PIN _____

Offer Letter for the post of Project Manager

Dear (Candidate Name)

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **Project Manager** for our Product Development Department at based at our Off-shore Development Facility at (Mention the Location) for Engineering Services.

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before (Mention the date of Joining). In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please refer the Annexure for formalities to be done at or before the date of joining.

Please sign and return the duplicate copy of this Job offer letter OR send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

We wish you all the best.

Thanking You

For Company Name

Manager's Name & Signature