

# Offer letter Format for Deputy Manager

## Sample Template for Example

Date:\_\_\_\_\_

Name\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

**Subject: Job Offer Letter for the Post “Deputy Manager – Accounts”**

Dear\_\_\_\_\_

This is with reference to your interview with us regarding the subject – referred assignment we are pleased to make an Job offer of appointment to you on the deputy manager position w. e. f. Date\_\_\_\_\_. The broad terms of appointment as discussed during our meeting shall be follows.

### **POSITION / DESIGNATION**

You would be designated as. Deputy Manager – Accounts.

### **REPORTING / POSTING**

You shall be reporting to the Human Resource department at the time of joining. You will be posted at our Office at Location\_\_\_\_\_

### **COMPENSATION / STATUTORY BENEFITS**

Compensation shall be as per the company norms. All statutory shall be as per the provisions of statute. It is expected that you should be keeping your compensation details confidential and will not share the same with anyone internally without prior permission of the management.

### **VALIDITY**

This offer is valid for acceptance within 2 weeks from the date of issuance.

### **APPOINTMENT**

The appointment will be effective from the date\_\_\_\_\_. You are required to submit the following documents:

- Proof of your academic qualifications / professional / qualifications / Residential Address (Ration Card /Passport copy).
- Salary Certificate from the last employer.
- Relieving Certificate from your last employer / Experience Certificates.
- Two Professional references.
- Your PAN No. and previous year Form – 16.
- Latest Passport size photographs (Self) – 3 Nos.

Best Regards,

Name of the Manager

Designation

Company