

# Offer Letter Format

## Sample Template for designing a Simple & Best Offer Letter

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

To,  
Name. \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### **Offer Letter / Letter of Intent**

Dear Name \_\_\_\_\_

As per our discussions we are pleased to offer you the position of manager in legal department in company \_\_\_\_\_. The following terms and conditions would be applicable

1. This Job offer will be valid upon your joining us on before Date \_\_\_\_\_ or any other date mutually agreed.
2. You will be covered under the Group Medical Insurance. Term Life Insurance and Accident Insurance as per applicable based on organization's Policies.
3. You shall be based at Vaishali and shall be governed by the policies and regulations Company Name \_\_\_\_\_ as communicated from time to time.
4. On joining the organization and you will be required to undergo a training and evaluation program.
5. This Letter of employment offer is subject to clearance from the "Pre Employment Medical Examination" which you will be required to undergo by the company's Medical Officer or such other Medical Officer that the company may appoint.

Please sign a copy of the offer letter as your acceptance. At the time of joining please bring photocopy of all testimonials, educational certificates, four recent passport size photographs, experience letter from your previous employers copy of your relieving letter from your past employer and documentary evidence of the last drawn salary.

Thanks & Regards

**For Company Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name & Designation**\_\_\_\_\_