**Name of the Candidate**

Complete Address

City, State

Pin - 0000000

**Sub:  Offer Letter for Employment**

Dear (First name of Candidate)

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as **"Manager - Quality Assurance”**based at our Plant at (Mention Plant Location) and your compensation will be $/Rs.00000000 (mention the figure in number and in words as well)   as discussed and mutually agreed. The offer does not include the performance linked bonus of 15%.

Further, as discussed you have to join us on or before (Mention the date of joining) at our Office at (mention Reporting office location)**.**You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Photocopies of your Resignation Letter as well as the Relieving Letter from your current employer
5. Photocopy of your last drawn salary slip.
6. Form No 16 / Certificate of Tax deducted as well as a copy of your PAN for Income Tax documentation

A detailed Appointment letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company.

You are requested to send us a confirm

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A detailed Appointment letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company.

ation reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us.

Thanks and Regards

For **Company Name**

**Name & Designation**