Job Offer Letter Template

Dated\_\_\_\_\_\_\_\_\_\_

To,

Candidate Name\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Job Offer for Manager x

Dear**[Name]**

Please refer to your interview held in office on dated (\_\_\_\_\_\_\_\_\_\_) for the above-subjected role.

Furthermore, the management has decided to make an official job offer to you, for employment with us for the position of manager for \_\_\_\_\_ department with our workplace. You will be placed at our office based in \_\_\_\_ and will be reporting to the Director of \_\_\_\_ department.

You are offered \_\_\_\_\_\_\_ dollars as an annual cost to the company. Details break-up is attached as an Annexure.

You will be eligible for performance appraisal after successfully completing a year of employment with the company, and your salary will increase according to your performance within the calendar year.

You will get an elaborate appointment letter after you join the organization.

Please submit the following documents at the time of your joining:

1. Job Offer Letter / Appointment Letter of your last organization
2. Experience Letter
3. 3 Months Salary Slip.
4. Two Passports sized photographs.
5. Identity and Address proof. (Passport/ Driving license/ identification)

We are excited to welcome you on board and congratulate you on your appointment. We wish you a long and successful career with us.

Please bring a signed copy of this job offer letter or reply with an affirmation on our official email to accept and confirm your joining date.

Regards,

**[Company Name]**

Name, Designation & Signature

**[Signing Authority]**