**OFFER LETTER**

REF : \_\_\_\_\_\_\_\_

DATE : \_\_\_\_\_\_\_\_\_\_\_\_

Mr. \_\_\_\_\_\_\_\_\_

Add  
AdD  
Add

Dear Sir,

Further to the discussion you had with us, we are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_ in our organisation with a basic salary of Rs\_\_\_\_\_\_\_\_\_\_\_\_\_/- per month plus admissible allowances.

Your formal appointment letter will be issued to you within a week of your joining. Please let us know your exact date of joining.

On the date of your joining, you may please bring along the following:

1. Proof of age

2. Copies of educational and experience certificates

3. Relieving certificate from the previous employer, if any

4. Appointment letter of the previous employer and salary revision letters, if any

5. Last pay slip received from the previous employer, if any

6. Form 16 (TDS Certificate), if any

7. Passport Size Photographs

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)