

Offer Letter

mysore road
17
56009

September 28th 2024

Anil S

Anil
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Dear Anil

We are pleased to extend this offer of employment for the position of [Job Title] at [Your Company Name]. After careful consideration of your qualifications and experience, we believe that you will be a valuable addition to our team. Position: [Job Title] Start Date: [Start Date] Salary: [Salary] Benefits: [List of Benefits, e.g., health insurance, retirement plan, etc.] Working Hours: [Working Hours] Location: [Office Location] You will report directly to [Supervisor's Name], [Supervisor's Job Title], and your primary responsibilities will include [Brief Description of Job Responsibilities]. Please review this offer carefully and let us know if you have any questions or require any further information. If you decide to accept this offer, please sign and return a copy of this letter by [Acceptance Deadline Date]. Upon acceptance, we will provide you with additional details regarding the onboarding process. We are excited about the opportunity to welcome you to [Your Company Name] and look forward to the contributions we know you will make to our team.

Welcome to

Sincerely,

GAURAV
Manager, Human Resource and Talent Recruiting

I agree to the terms and accept this offer of employment.

Name: Anil S

Signature: _____

Date: _____