

DD/MM/YYYY

Name

MOB

Dear **XYZ**,

We were all very excited to meet & get to know you over the past few days. We've been impressed with your background & would like to formally offer you the position of **[Position name]**. This is a **full-time position**.

You'll be reporting to the head of the respective department.

We'll be offering you a monthly stipend of **INR XYZ** for the first 6 months. And once 6 months are completed, you'll be offered a full-time position based on your performance.

Your date of joining would be on: - **Date**

Please sign the duplicate copy of this letter and return to us as a token of your acceptance of the terms and conditions of the assignment, or you can give your acceptance over the email also. We welcome you to our Organization and sincerely hope that your association with our company will be of mutual benefit and satisfaction. We would love to have you on our team.

Note: Salary Details are confidential details; so please make sure these are not discussed by any other Member/outside associations affiliated with **xyz Private Limited**.

Also,

We'll provide you with a hard copy of your offer letter & salary breakup on your first day.

Thanking you

Best Regards,

(HR Team)

XYZ Private Limited

Accepted / Signed

Sign:

Date: DD/MM/YYYY

Name: XYZ