

# Offer Letter

Date: \_\_\_\_\_

To,

Mr./Ms. \_\_\_\_\_

Address: \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_,

We are pleased to offer you the position of **Permanent Staff** at **[Company Name]** with effect from \_\_\_\_\_. Your role will be based at our **[Location]** office.

The terms and conditions of your employment are as follows:

1. **Designation:** \_\_\_\_\_
2. **Department:** \_\_\_\_\_
3. **Remuneration:** As per company policy.
4. **Working Hours:** \_\_\_\_\_ to \_\_\_\_\_, [Days]
5. **Probation Period:** \_\_\_\_\_ months (if applicable)
6. **Notice Period:** \_\_\_\_\_ days/months
7. **Other Benefits:** As per company policy.

Please note that this offer is subject to successful completion of all pre-employment formalities and submission of required documents. Your employment with the company will be governed by the company's policies, rules, and regulations as amended from time to time.

Kindly sign and return a copy of this letter as a token of your acceptance.

Best regards,

**[Authorized Signatory]**

[Designation]

[Company Name]

\_\_\_\_\_  
Signature of Employee