

[COMPANY NAME]

[Street address, City, Country] • [Phone] • [email@company.com] • [www.company.com]

Date: [DD Month YYYY]

[Candidate Name]

[Address, City]

Subject: Offer of Employment — [Job Title]

Dear [Candidate Name],

Following your interview, we are pleased to offer you the position of [Job Title] in the [Department] department at [Company Name]. You will report to [Manager Name, Title].

Your joining date will be [Start Date]. Your gross monthly salary will be [amount and currency], paid on the [x] working day of each month, plus [benefits, e.g. medical cover, provident fund and annual bonus]. Your working hours are [9:00 am to 6:00 pm, Monday to Friday] at [office location or remote].

You will be on probation for [3] months. During probation either party may end employment with [1 week's] notice; after confirmation the notice period is [1 month].

This offer is subject to [verification of your documents and references]. Please sign and return a copy of this letter by [Date] to confirm your acceptance.

We look forward to welcoming you to the team.

Sincerely,

[Name]

[Designation, e.g. Head of HR]

[Company Name]