**Offer Letter for the Post of <Designation>**

**Date:,**

**Employee Name**

**Address**

**Sub**: **Letter of intent for the position of <Designation>.**

Dear **<Employee Name>,**

We are pleased to offer you the position of **<Designation>** as discussed by us you are requested to join us on <Date>**,** if there is any change in the date of joining, changes can be taken under consideration.

Your total Gross salary will be **Rs <XX, XXX>/-(……………………….only)** per month. Subject to various deductions as per companies and government policy.

The roles and responsibilies and other terms and conditions of your employment will be specified in your letter of appointment.

We welcome you to **<Company Name>** and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

Yours truly

 For **<Company Name> Ltd**

**HR Manager**