

OFFER LETTER FORMAT

[DATE]

Dear [RECIPIENT NAME],

We are pleased to extend this job offer for the position of [POSITION] at [YOUR COMPANY NAME].
You will be reporting to [SUPERVISOR NAME].

Please see relevant information. Which is given below:

- Working hours will be from [START TIME] to [END TIME].
- You will be required to work Five days a week. Saturday and Sunday will be a regular week off.
- Your annual base compensation will be \$[NUMBER]
- You will be eligible for benefits as per [YOUR COMPANY NAME] policy.
- You will be eligible to avail [NUMBER 1] days of sick leave annually.
- You will be eligible to avail [NUMBER 2] days of paid leave annually.

Please indicate your willingness of acceptance of the offer letter by returning a signed copy to our office at the earliest. Please feel free to call me at [YOUR PHONE NUMBER] or write to me at [YOUR EMAIL ID] if you have any question or query. I will be happy to help you.

We are excited to have you on board!

Regards,

[YOUR SIGNATURE]

[YOUR NAME]