Date:

Name:

Address:

Dear (Name of the candidate),

Appointed as (Name of the designation),

We refer to your recent interview for the above-mentioned position and are pleased to inform you that we are going to offer you the position with our company w.e.f (Date) under the following terms and conditions:

* **Salary:**The salary offered to the candidate
* **Probationary Period:**The probationary period need to be served by the candidate after joining the job
* **Working Hours:**The working hours to be followed by the employee, Monday to Friday working, (Saturday & Sunday Off), Lunch Break: (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ).
* **Leave Policy:**List number of leaves granted per year. Details of sick leave, earned leave, casual leave, maternal leave, paternal leave, etc.
* **Notice Period Clause:**If the employee desire to leave the company, he/she needs to serve the notice period as per stated by the present company in the appointment letter

(Name of the employee),

Signature

(Name of the provider of appointment letter),

Signature