**COMPANY APPOINTMENT LETTER**

June 30, 20XX

Diya Reddi

444 Main Street

Whitefield, Bengaluru 560048

+91-22222-11111

Dear Mr Patel,

Thank you for taking the time to interview with our hiring team. After careful consideration, we would like to officially offer you the role of senior marketer.

As senior marketer, you will oversee a team of 12 junior marketers. You can expect to manage the advertising schedule, assist with website design and supervise four marketing campaigns. Your role shall begin on July 12, 20XX, and we expect you to report to the office Monday through Friday from 9 a.m. to 5 p.m.

The salary for this position is ₹5,40,000 per year. You will receive medical insurance, a pension plan and 25 paid days off each year, starting after 90 days of employment.

Please review and sign the attached Employee Contract form if you accept these conditions. On your first day of employment, please bring photo identification. We look forward to working with you.

Sincerely,

Diya Reddi

Hiring Manager, Better Way Markets