**Sample Format for Offer & Appointment Letter for CEO Profile**

Raghav Sharma

Human Resource Manager

Mc Grath Technologies Pvt. Ltd.

55 Gulmohar Lane

Mumbai

Date: 05.04.17

To,

Rajesh Gupta

12/A Spring Heights

Bandra West

Mumbai

Sub: Offer cum Appointment Letter

Dear Rajesh,

This is in context with your job application and interview with Mc Grath Technologies Pvt. Ltd. We are pleased to offer you the profile of “Chief Executive Officer” or CEO with our company. Management is impressed with your wonderful experience, knowledge and skills that make you the most suitable candidate for this profile. The date of joining for you will be 1st May, 2017.

Your monthly remuneration, as discussed during the HR interview, will be INR 20,00,000 per annum. You will be provided with complete list of other benefits along with job description at the time of your joining.

At the time of joining, you will also be issued a formal appointment letter which will be duly signed by the management and by you as an acceptance of all the terms and conditions as mentioned in the letter and you will abide by the same.

We are hopeful that you will prove to be a valuable asset to the company. We are happy to welcome you in Mc Grath Technologies Pvt. Ltd. family.

Regards,

Raghav Sharma

Human Resource Manager

Mc Grath Technologies Pvt. Ltd.

**To accept this job offer, please read the conditions given below and sign them:**

1. To show your acceptance, sign this document along with date as indicated below.
2. Submit the following documents with this letter:

* 2 passport size recent photographs
* A proof of identity (which can be either of the following Driving License, Voter Id, Adhar Card, Passport etc.)
* Two social references ( please note that these references may be contacted for the purpose of verification either by letter, mail, telephone calls or in person)
* Current resume

1. Your date of joining Mc Grath Technologies Pvt. Ltd will be 1st May, 2017.

By signing this letter, I Rajesh Gupta, accept this job offer for the profile of “Chief Executive Officer” at Mc Grath Technologies Pvt. Ltd.

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**To decline this job offer, follow the steps mentioned below:**

1. Sign this document and put date where indicated below.
2. Send this job offer letter back to us within five days of receipt of this letter.

By signing this letter, I Rajesh Gupta, accept this job offer for the profile of “Chief Executive Officer” at Mc Grath Technologies Pvt. Ltd.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_