# **OFFER LETTER**

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Sir,

Sub: Offer an appointment as , at our Plant, \_\_\_\_\_\_\_\_\_\_\_

Ref: Your Application dated Interview held at our Sales Office, Mumbai.

With reference to your application and subsequent interview conducted at our Sales Office,Mumbai Management is pleased to appoint you as **\_\_\_\_\_\_\_\_\_\_\_\_,** to work in our \_\_\_\_\_\_ Plant, \_\_\_\_\_\_\_\_ on a monthly salary of Rs. \_\_\_\_\_\_\_\_ + HRA as per Rules.

Kindly return the duplicate copy of this offer (enclosed herewith), duly signed, as a token of acceptance of this offer.

Thanking you,

Yours faithfully

For

President

Accounts Section.