From

Date

To

Dear Mr. Gill,

We are happy to inform that you have been selected for ‘Name of Designation’, at ‘Name of Organization’.

The start date of your employment is ‘Date’. The details of your job designation, the employee work requirements, job incentives, work and reporting schedule, and the policies of the organization have been attached to the welcome package. You are expected to sign the receipt as an acknowledgment of the offer letter along with terms & conditions and return us the provided page through the mail.

If you have any queries, please contact us on the provided email. We are looking forward to having you on board with our team!

Regards,

Name of Employee,

Human Resources,

Name of Organization.