From

Date

To

Dear Mr. Gill,

We are pleased to offer you the designation of ‘Job Position’, at our organization, ‘Name of Organization.

Your employment contract starts on ‘Date’. Attached to this letter is the job prospects as well as some procedures you must follow. We would like to invite your presence on ‘Date’, at the office for a personal briefing where you will be explained in detail your work requirements, incentives, and organization procedures and policies. Please email us a confirmation of your acknowledgment till the end of this week on ‘email-address’.

If you have any questions, feel free to contact us on ‘email-address’. We are excited to welcome you to the team.

Regards,

Name of Employee,

Human Resources,

Name of Organization.