|  |
| --- |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

This is in reference to your interview conducted on 14th April 2019 at [X] Limited. We are glad to inform you that you have been selected as an ‘Assistant Sales Manager’ at our company.

This is a full-time job opportunity from 9:00 a.m. till 6 p.m., five days a week. Your monthly salary will be $[X]. The proposed joining date is 1st June 2019. Initially, it is a two-year contract but is extendable as per your performance. The first six months would be a probation period.

You can take your time and review the offer. You can get back to us till 20th May 2019 and send your approval to the HR department by filling in and signing the attached form. Your timely and prompt response would be appreciated.

We congratulate you again and expect to see you on board. For any questions, you can contact us at [XX].

Regards,

William Smith.