

Approved by ACTE & CMA, New York and Affiliated to MTI, Institute of CS, IIM, IIM, IIM, IIM

Job: HR OFFICE - HR OFFICE
 Date: 10.01.2022

To: Mr. [Name]
 HR Office

Subject: Offer of Employment

Dear Mr. [Name],

Thank you for the time invested in your interview with us on [Date] at [Location]. We welcome to the
 position and the responsibilities that will be assigned to you. We are pleased to offer you an offer of employment for the
 position of [Position]. Please accept our invitation to join our organization and we are looking forward to the day
 you start.

The Terms and conditions of your employment are as follows:

- 1. DESIGNATION: [Position]
- 2. PLACE OF WORK: [Location]
- 3. SALARY: [Salary]
- 4. WORKING HOURS: [Hours]
- 5. PROBATION PERIOD: [Probation Period]
- 6. EMPLOYMENT CONTRACT: [Contract Type]
- 7. TERMINATION: [Termination Clause]

1. DESIGNATION

[Position]

2. PLACE OF WORK

[Location]

[Additional Location Information]

3. SALARY

[Salary]

4. WORKING HOURS

Your appointment will be effective from the date of joining. Your shift is to work as per the
 schedule. You are to report to work on [Date] at [Time]. Your first day of work will automatically start
 with you. On your day of joining at the Human Resource Office you are required to report to
 the HR Office at [Address].

5. EMPLOYMENT CONTRACT

The employment contract will be signed by you. All the terms and conditions of the contract will
 be [Details].

6. TERMINATION

You will be on probation for [Duration] from the date of joining. During this probation
 period, the management reserves the right to terminate your employment by giving 15 days written
 notice without any compensation.

[Signature]