

01 March 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra-400325
9876543210

Subject: Job Offer Letter

Dear Mr. Shyam Modi,

In reference to your job application and then your interview followed by it, we are glad to inform you that you have been selected for the position of **Chief Accountant – Costing** in our esteemed organization at our **Pune** unit. Details of employment are as below:

Particulars	Details
Employment Type	: Full Time / Part-Time
Compensation	: CTC – Rs.8,00,000/- p.a. (Bifurcation as per Annexure – A)
Other Benefits	: Car, Accommodation, Insurance and other perks (As per Annexure – B)
Job Role Description	: As per Annexure – C
Reporting Date	: 15/03/2020
Reporting Time	: 08:00 a.m.
Report To	: Mr. A.B. Trivedi (Accounts Department)
Payment Duration	: Monthly / Weekly

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided, latest by **07/03/2020**.

We look forward to a long-lasting and mutually benefited business relationship ahead.

Thank you.

For,
ABC Pharmaceuticals Ltd.,

S.K. Venkatraman
Deputy General Manager
Human Resource Department

Encl: 1) Annexure – A 2) Annexure – B 3) Annexure – C