Date:

Name

Address:

Dear \_\_\_\_\_\_\_\_\_\_\_

We are delighted to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_, for which you interviewed with us.

This position, as explained to you, is in our company's Management Grade\_\_\_\_\_\_\_\_\_. The compensation and other benefits to which you would be entitled are detailed in the letter's enclosure. We request that you review the same and return the enclosed duplicate copy of this letter in acceptance.

As a result, we will make arrangements to provide you with a detailed letter of appointment on the date of your joining us, which we have agreed will be any day on or before\_\_\_\_\_\_\_\_\_\_\_.

The role in which you will be working is very important and will require you to deal with important and sensitive information, records, and other company matters.

We are excited to have you as a member of our team. We are confident that you will have a successful career with our company.

We'd like to take this opportunity to welcome you and your family to our team.

Kind Regards

HR Manager

XYZ Limited