

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name], located in Gwalior. Your skills and experience will be a valuable addition to our team.

****Position:**** [Job Title]

****Department:**** [Department Name]

****Start Date:**** [Proposed Start Date]

****Salary:**** [Salary Amount] per annum

****Reporting To:**** [Supervisor/Manager Name]

Please note that this offer is contingent upon the successful completion of [any conditions such as background check, reference check, etc.].

We are excited to welcome you to [Company Name]. Please sign and return this letter by [date] to confirm your acceptance of the offer.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

I, [Candidate Name], accept the above offer under the specified terms.

Signature: _____

Date: _____