

[Your Company Logo]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to extend an offer of employment to you for the position of [Job Title] at [Company Name]. We look forward to having you join our team on [Start Date].

Your induction will begin on [Induction Date]. Please report to [Location/Room] at [Time]. During the induction, you will be introduced to the company, our policies, and your team.

Please ensure you bring the following documents:

- Identification proof
- Bank details for salary processing
- Any other required documents

Once again, welcome to [Company Name]. We are excited to have you on board!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]