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Job Offer Letter

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**Introduction**

A job offer letter is written by a prospective employee in response to a well written job application letter from a prospective employee.

A job offer letter should be precise and short. It should clearly mention the nature of the job being offered to the candidate. In some case if required the CTC (Cost to Company) package of the person also can be stated in the job offer letter. It is also important to mention the validity of the job offer letter.

**Job Offer Letter Tips**

The following tips will be useful in writing a job offer letter:

* A job offer letter should give reference to the job application letter for which this job offer letter is being delivered.
* It has to be short and precise.
* All relevant details which the job applicant should know about the company and the job should be included in the job offer letter.
* The job offer letter should be time bound. It should clearly mention by which date the offer will be valid.
* The job offer letter should be written on a company letterhead.

Sample Job Offer Letter

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ ( your address)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ ( address of the person the letter is addressed to)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( Date of which letter is written)

Dear Mr. Spencer,

This letter is in response to the application dated 5th August, 2013 for the post of Public Relations Officer.

After a thorough round of selection and elimination process which comprised of group discussions and two rounds of personal interviews, we are happy to inform you that you have been selected for the concerned post. You are informed to please visit the office , the address is mentioned below. The deadline for this job offer is 15th September, 2013. You have to contact Ms. Lisa Paul in the HR department to collect your appointment letter. In case you fail to do so, this job offer will stand null and void.

Details of the CTC will be disclosed to you after you accept the offer. It will be as per the discussions we had during the final round of personal interview.

For further clarifications, you can contact the HR manager.

We are looking forward for a fruitful association with you.

Best Regards,

Ronald Atkinson

# Job Offer Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_ ( your address)

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_ ( address of the person the letter is addressed to)

# Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( Date of which letter is written)

# Dear Mr/Ms………..(name of the employee)

# We are pleased to inform that based on your performance in all the elimination rounds, group discussion and personal interview, you have been selected for the post of ………………….(designation).

# You can collect your appointment letter from the HR department before 15th September, 2013. If you fail to do so, the offer will be null and void.

# We look forward to have a fruitful and long association with you.

# Best Regards,

# …………………………(Your name)

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