

**Date: DD/MM/2016**

**Address of the candidate:**

Dear....,

Thank you for your interest in <<name of organization>>. <<Organization>> is a leading “.....**firm**” with a strong brand image and robust customer base.

We are delighted to share that you have successfully cleared all the rounds of assessment.

It is indeed a pleasure to welcome you on board!! Please find enclosed the details of the offer.

**Designation** :

**TCTC** :

1. You are requested to join on or before .....
2. This employment will be governed by; and you will abide by the provisions of the “Code of Conduct” policy of the Company.
3. In the course of employment with the organization and by virtue of your position you may acquire information critical to our business. The highest levels of confidentiality will need to be maintained by you.
4. On the day of your joining you are required to bring the following documents – original and 1 copy each (except photographs)
  - √ Educational documents-10<sup>th</sup>,12<sup>th</sup>, Graduation, PG – mentioned in the CV
  - √ Professional Qualification ( If any)
  - √ Blood Group (must)
  - √ Address proof (Electricity bill/ Passport/ Election card/ Driving License)
  - √ ID Proof (Pan card/ Election card/ Aadhar Card) mandatory
  - √ 3 month’s salary slips of the previous employer
  - √ Appointment letter of Last employer
  - √ Experience certificate / relieving letter /accepted copy of resignation letter from last employer
  - √ 4 passport size photos

All the above-mentioned documents are mandatory, and you are requested to bring all of them on the day of joining.

We wish you a long and successful career with us at <<name of Organization>>.

All the Best!

Yours faithfully,

For <<name of org>>

I accept the offer letter

**Authorized signatory**

**Offer letter is subjected to employee verification**