**01 March 2020**

**To,**

**Mr. Shyam Modi**

**33, M.G. Road**

**Nr. Post Office**

**Pune, Maharashtra-400325**

**9876543210**

**Subject: Job Offer Letter**

Dear **Mr. Shyam Modi**,

In reference to your job application and then your interview followed by it, we are glad to inform you that you have been selected for the position of **Chief Accountant – Costing** in our esteemed organization at our **Pune** unit. Details of employment are as below:

|  |  |  |
| --- | --- | --- |
| **Particulars** |  | **Details** |
| **Employment Type** | **:** | **Full Time / ~~Part-Time~~** |
| **Compensation** | **:** | **CTC – Rs.8,00,000/- p.a. (Bifurcation as per Annexure – A)** |
| **Other Benefits** | **:** | **Car, Accommodation, Insurance and other perks****(As per Annexure – B)** |
| **Job Role Description** | **:** | **As per Annexure – C** |
| **Reporting Date** | **:** | **15/03/2020** |
| **Reporting Time** | **:** | **08:00 a.m.** |
| **Report To** | **:** | **Mr. A.B. Trivedi (Accounts Department)** |
| **Payment Duration** | **:** | **Monthly / Weekly** |

If you choose to accept this offer, please return the second copy of this letter duly signed in the space provided, latest by **07/03/2020**.

We look forward to a long-lasting and mutually benefited business relationship ahead.

Thank you.

**For,**

**ABC Pharmaceuticals Ltd.,**

**S.K. Venkatraman**

**Deputy General Manager**

**Human Resource Department**

**Encl: 1) Annexure – A 2) Annexure – B 3) Annexure – C**