**Subject: Job Offer Letter**

Date: …… /………/ 20….

Dear …………………………..,

………………………….. Company is pleased to offer you a job as **……………………….**.

We trust that your knowledge, skills and experience will be among our most valuable assets.

Should you accept this job offer, per company policy you'll be eligible to receive the following from your hiring date:

**Monthly Salary:** ……………….……….

**Working Hours:** ………………………….

**Working Days:** ……………………..…….

**Date of Hiring:** ……………………………

Please note that also based on performance will transfer your residency prior you extension date.

**To accept this job offer please sign where indicated below**.

**Enclosures:**   
By signing and dating this letter below, I, …………………………………………………………,**accept** this job offer.

Signature: …………………………… Date: ……………………………

We at ……………………… Company hope that you'll accept this job offer. And we look forward to welcoming you on board.

**Employers Name:**……………………………

**Position:** …………………………………………

**Company:** ………………………………………