

# Job Offer Letter

From,  
[Your Organisation's Details]

Date:

To,  
[The Individual's Details]

Subject: [Brief details about the position that you are offering him/her.]

Dear [Person's Name],

We are very pleased to send you this offer letter for the position of Marketing Executive on a full-time basis at our company. Your work will commence from the 2nd week of June and you will be reporting directly to your Manager at our works in Jamshedpur. Before that, you have to tell us to book a 2-day slot with us for the required tests and document screening. We have offered you this job keeping in mind your skills and experience which we believe will help our organisation.

In this role, you have to plan, develop and implement the effective marketing strategies for the campaigns of the organisation. You have to delve into the Marketing Requirements of the organisation by looking into the Marketing Mix of the company. Prepare collaterals such as Brochures, Websites, Emails, etc. for the campaigns.

You will be paid an Annual Salary of Rs. 7.8 Lakhs which will be paid on a monthly-basis through direct deposit on the start of the next month. Your employment in our company will be on an at-will basis. As an employee of our company, you will also be eligible for our benefit programs.

Please confirm your acceptance of this job offer by signing and returning us this letter within 3 days of the receipt of this letter.

We are looking forward to including us in our team.

Thank you.

Yours sincerely,

[Your Details]

