From

(Name of the sender)

(Address of the sender)

To,

(Name of recipient)

(Address of recipient)

(Date)

Dear Sir/Madam,

Subject: Job offer letter for the position of Public Relations (PR) Director at [mention name of company]

On the basis of your application for the of Public Relations (PR) Director and your interview dated [mention date], you have been selected for the said post at [mention name of organization or company].

You shall supervise the PR team, list down clear-cut objectives for them, and monitor their performance from time to time. You shall boost the brand's image on various channels, websites, and other digital media. You shall maintain liaison with media personnel and influencers. Y

You shall be in charge of organizing PR events. All planning regarding these events shall be your responsibility, including selecting suitable venues, formulating the first list, and so on.

You shall track the media's coverage and engagement percentage of the target audience. You shall always be aware of the latest trends in the related field and use them to create an appropriate PR strategy.

Your initial package shall be [mention remuneration] per annum. You and your family will receive health insurance benefits and mobile bill reimbursement. I would like to state that the mobile provided to you by the organization is to be used for official purposes only.

You shall be eligible for certain perks such as [Mention perks]. This is a contractual job, and you may be terminated by the company.

You may contact me for any clarification or query at [mention mobile number] or [email id].

Kindly go through the HR policies of our organization at our website [mention website]. I am available over mobile at [mention mobile number] from 9 AM till 5 PM every day, or you may drop an email at [mention email id].

Thanking you,

Yours sincerely,

(Name)

(Handwritten signature of the sender)

(Date)

(Designation in the company)