COMPASS CLOCK Consultancy
The Tactic Guide

OFFER LETTER

Date: [DD/MM/YYYY] | Ref No:

To,
[Candidate Name]
[Address]
[City, State, PIN]

Subject: **Offer of Employment**

Dear **[Candidate Name] reference to your ID**,

We are pleased to offer you the position of **[Designation]** at **[Institution / Company Name]**, based on your qualifications, performance during the selection process, and alignment with our organizational values.

Your appointment will be governed by the terms and conditions outlined below:

1. Position & Department

You are appointed as **[Designation]** in the **[Department]**. You will report to **[Reporting Authority / Department Head]**.

2. Date of Joining

Your expected date of joining is **[DD/MM/YYYY]**. Please report to **[Location / Person]** at **[Time]**.

3. Compensation

Your total monthly remuneration will be **Rs. [Amount]/-**. The detailed salary structure will be provided in your appointment letter upon joining.

4. Probation Period

You will be on probation for **[X months]** from your date of joining. Your performance will be evaluated during this period.

5. Work Hours

Your working hours will be **[X AM to X PM]**, **[Days per week]**. Any changes will be communicated by the management.

6. Roles & Responsibilities

A detailed list of your duties will be shared with you upon joining. You are expected to adhere to institutional policies and maintain professional conduct at all times.

7. Documents Required

Please submit the following on your date of joining:

- Recent passport-size photographs
- ID proof & address proof
- Educational certificates (originals for verification)
- Experience certificates (if any)
- Bank account details
- PAN & Aadhaar

8. Terms & Conditions

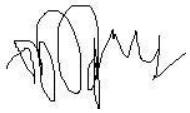
- Your employment is subject to verification of the submitted documents.
- During probation, either party may terminate employment with **[X days]** notice.
- You are expected to maintain confidentiality of all institutional information.

9. Acceptance of Offer

Please sign and return a copy of this letter as confirmation of your acceptance of the offer.

We look forward to welcoming you to **Best Auto Works** and are confident that you will contribute positively to our growth and mission.

Warm regards,





Thameem Ansari
Managing Director