

Date: [Date]

Candidate Name: [Candidate Name]

Candidate ID: [Candidate ID]

Subject: Final Placement Offer Letter

Dear [Candidate Name],

Following your successful completion of the selection process for our volume hiring program, we are pleased to offer you the position of **[Job Title]** at **[Company Name]**.

Employment Details:

- **Department:** [Department Name]
- **Reporting Location:** [Office Address/Remote]
- **Joining Date:** [Start Date]
- **Training Period:** [Duration, if applicable]
- **Total Compensation (CTC):** [Amount per Annum/Month]

This offer is contingent upon the successful completion of your background verification and the submission of the following documents on or before your start date:

- Signed copy of this offer letter
- Proof of educational qualifications
- Previous employment records (if applicable)
- Government-issued ID and tax documentation

Please confirm your acceptance of this offer by signing and returning a digital copy of this letter by [Deadline Date]. Should you have any questions regarding your placement or onboarding, please contact our recruitment team at [Email Address/Phone Number].

We look forward to welcoming you to the team.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the position of [Job Title].

Signature: _____ Date: _____