

LEEDAX Lighting Technologies

E-71, Tulsi Estate, Changodar, Ahmedabad – 382212

Offer Letter

Candidate Name: _____

Date: _____

Address: _____

Subject: Offer of Employment

Dear _____

We are pleased to offer you the position of _____ at our Company
_____. Your skills and experience will be an ideal fit for our team.

Your joining date will be _____

You will be reporting to _____

The terms and conditions of your employment are as follows:

a.	Position	
b.	Compensation	
c.	Benefits: (e.g., health insurance, bonus, leaves, etc.)	
d.	Probation Period (if any):	
e.	Work Location:	

This offer is contingent upon successful completion of background verification and submission of all required documents. Please sign and return a copy of this letter as a token of your acceptance. We look forward to having you on our team.

Sincerely,

For Employer	For Employee
HR – LLT – Name	Accepted and Agreed:
Stamp & Sign:	Signature & Date: