**Letter Of Intent For Employment**

From:

Manager HRD & Admin

…………………… (Name of Company)

Letter No.    /Mktg/Recruitment/1/2010

To:

Mr. /Ms ………………….

………………………… (Full Postal Address)

Dear Mr. /Ms ………………..

Sub:  Selection of Manager Marketing.

Ref:  Your application dated ………….

1.Based on your qualifications and performance in the Interview in our Office on ……….. (Date) we are glad to offer you employment in the position of Manager Marketing in the pay scale of Rs …………. (Basic) plus allowances as applicable in our Company. You will be required to join duty by ………. (Date).

2.You will be on probation for a period of 6 months from the date of joining duty, during which time your services may be terminated with 1 month’s notice or pay in lieu thereof.

3.If you agree to join duty as per the above terms and conditions, please signify your acceptance to the under-signed within 7 days of receipt of this letter to enable us to issue formal Letter of Appointment to you.

With regards.

Yours sincerely,

Place: …………… Dated ……………