AARON JEFFREY
Contact: +91 876xxxxxxxxx
E Mail: ajxxxxx@gmail.com
Date: DD, MM, YY

Dear Aaron,

We are pleased to inform you that you have been appointed for the position of Training Manager at xxx Co. Ltd., India. The terms of employment have been attached with this letter. It would be required of you to join us by 5th April, 2016.

You can discuss this offer and seek advice on the attached terms and can confirm your response by 25th March, 2016. In case, you wish to discuss the details of the employment terms, please connect with us at 91xxxxxxxxxx. In the even that we do not hear from you by the mentioned date, this offer will be automatically withdrawn on that date. We look forward to hearing from you on this subject.

Yours sincerely,

Andrews