

Date: [DD Month YYYY]

Ref: [HR/OFF/_____]

[Candidate Full Name]

[Address]

Dear [First Name],

OFFER OF EMPLOYMENT – [DESIGNATION]

Following your recent interview, we are pleased to offer you the position of **[Designation]** at **[Company Name]**.

Commencement date: [Start Date]

Gross monthly salary: LKR [Amount] (basic LKR [Amount] + allowances LKR [Amount])

Statutory contributions: EPF (8% employee / 12% employer) and ETF (3% employer) apply, and APIT will be deducted where applicable.

Reporting to: [Supervisor Name / Designation]

Location: [Office location]

This offer is subject to satisfactory references and verification of your qualifications. A formal letter of appointment setting out the full terms and conditions of employment will be issued on your commencement date.

Please confirm your acceptance by signing and returning a copy of this letter by **[Offer Expiry Date]**, after which this offer will lapse.

We look forward to welcoming you to the team.

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name]

[Company Seal]

I accept the above offer of employment.

Signature: Date:

[Candidate Full Name]