**Format for Employee Offer letter with Bond Agreement**

**OFFER LETTER**

Date: 31th July, 2015

To:

Simon Thomas

62, Autumn Gardens,

Los Angeles

Dear Mr. Simon,

This is in context with your interview and discussion on 15th July,2015. We are happy to offer you with the post of Deputy Marketing Manager in our organization. You will be posted in our California office.

You will be paid a total remuneration of $ 5,000 (Dollar Five Thousand Only) per month.

You will be signing a bond of period of 1 year. You are also required to submit all your original educational and professional certificates. In case you break the bond and leave the company before completion of one year, you will have to pay an amount of $ 15,000 (Dollar Fifteen Thousand Only).

This is an Offer Letter. All the terms and conditions of your employment will be mentioned in your Appointment Letter which will be issued on the date when you will join the company.

Please sign the duplicate copy of this letter and send it back to us to express your acceptance of the offer.

You are advised to join the company on 21st July, 2015. **After this date, this Offer Letter will stand null and void.**

All the best for your future endeavors.

For ABC Corporation Pvt. Ltd.

Andrew Simons

HR Manager

I have read and understood the terms and conditions of this offer letter. I hereby accept all the conditions mentioned. I am willing to join my duty on 21st July, 2015.

Name:

Signature:

Date:

**Source:** [**http://www.club4ca.com/formats/**](http://www.club4ca.com/formats/)