

Company name with logo  
Company address  
Company contract number

Ref No. -----

Date-----

To,

**Niloy Mondal**  
**Lovely Professional University**  
**Phagwara, Punjab, India.**

**Dear Mr. Niloy Mondal**

This is the response to the application for 6 months **On Job Training** (OJT) with .....(Company Name). We would like to extend our heartiest congratulations on your selection for the **OJT** with our company.

You will be hired as a full-time employee with salary of .....(Salary/stipend ) BDT per month.

Joining date : **01/01/2023**

Job Role: .....

You are required to report our office on **01/01/2023** along with all your required documents.

We look forward to welcoming you on board.

Authorized Signature

.....(Name)

.....(Designation)

.....(Company Name)

.....(Email)