

SAMPLE EMPLOYEE OFFER LETTER

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Dear Ananya Sharma,

We are pleased to offer you the position of **Software Test Engineer** in the **Quality Assurance** department at Kiyo Solutions. Your proposed joining date is **18/08/2026** and your work location is **Hyderabad, Telangana**.

Your employment will be subject to the company's policies, procedures, and applicable terms of employment. Please retain this document for your records.

For Kiyo Solutions

HR Department

This is a sample document created for HRMS testing purposes only. It is not a valid employment or legal document.