

SF4.6B: On the job training confirmation letter for candidates

On the job training offer letter from (Name of the employer)

To

.....
.....
.....

(Mention name of the candidate, training centre address, residential address and mobile number)

Dear.....

It gives me great pleasure to inform you that you have been selected by M/s..... (Name of the company) as a..... (Designation) to be located at..... (Location of OJT).

You will be paid a stipend of ₹. Per month (.....In words).

Yours sincerely,

(Signature and name of authorised signatory)

(Seal of the company)

Candidates declaration and acceptance of offer:

I have read the terms and conditions and information regarding my OJT offer letter. I affirm that I accept the offer and will join the above mentioned company.

Signature:

Date: