

Northgate Tool Hire

An invented letter for a sample

Dear Ravi,

We are pleased to offer you the role of workshop coordinator from 1 November 2026.
Your monthly salary will be 48,000 rupees, paid on the last working day of each month.
Please read the attached terms, sign them and send them back by 15 October 2026.

With best wishes,
Meera Iyer, Northgate Tool Hire