

Campus fresher support associate offer letter

Fictional sample for editing and authorised review

FICTIONAL FILLED SAMPLE - CAMPUS EMPLOYMENT OFFER

Offer reference: DEMO/CAMPUS/2026/063

Offer issue date: 30 September 2026

Dear Riya Das,

Maple Demo Customer Services Private Limited offers you the full-time position of Support Associate in its Ahmedabad customer operations team. You will report to Team Leader Vikram Desai. The proposed joining date is 2 November 2026, with first-day reporting at 09:30 to the company's Ahmedabad training reception.

Your gross fixed monthly salary will be INR 28,000. Twelve full months at this rate equal INR 336,000 in gross fixed salary. These figures do not represent net pay or a complete CTC statement. Payroll will supply the approved compensation breakdown and actual deductions.

The first four working weeks are planned for employment onboarding, product familiarisation, supervised practice and customer communication exercises. This is not a separate unpaid course or an internship offer. Your employment start date and salary commencement are the stated joining date, subject to the final accepted and reviewed employment terms.

Normal duties after induction include handling customer questions through approved channels, recording cases, following escalation procedures and maintaining accurate notes. No sales commission is offered in this demonstration.

Offer conditions expressly proposed here: verification of the candidate's identity and final degree completion evidence by the agreed document deadline of 20 October 2026. If the university has not issued the final certificate, contact the People Operations team to agree acceptable evidence and timing in writing rather than assuming automatic cancellation or acceptance.

Working-time arrangements, probation, leave, benefits and notice must appear in the approved employment schedule attached to the issued offer. Please confirm acceptance by 10 October 2026.

Employer signatory: Ananya Patel, Campus Hiring Lead, demonstration signature line.

Candidate acceptance: Riya Das, signature and date.