

Warehouse shift supervisor offer letter

Fictional sample for editing and authorised review

FICTIONAL FILLED SAMPLE - WAREHOUSE EMPLOYMENT OFFER

Offer reference: DEMO/WH/2026/032

Issued: 30 September 2026

Dear Imran Ali,

Brook Demo Logistics Private Limited offers you the position of Warehouse Shift Supervisor at its Bhiwandi distribution centre. You will report to Warehouse Operations Manager Devika Rao. Proposed joining date: 19 October 2026.

Gross fixed monthly salary: INR 46,000. Twelve full months at this rate equal INR 552,000 in gross fixed salary. Approved shift allowances, reimbursements and payroll deductions, if any, will be stated separately in the reviewed compensation schedule. This sample does not promise an additional shift allowance or a fixed take-home amount.

Your regular assignment will be the early warehouse shift. The demonstration duty window is 06:00 to 14:30 including the scheduled break described in the approved working-time schedule. Actual working days, breaks, weekly rest and any overtime arrangements must be confirmed in that reviewed schedule. The operations manager will issue the first rota before joining; subsequent rota changes will use the designated communication channel.

Responsibilities include allocating approved tasks, checking receiving and dispatch records, monitoring stock exceptions, recording shift handovers and escalating safety or staffing concerns. Equipment operation requires the company's relevant authorisation and training; the supervisor title alone does not authorise forklift operation.

First-day reporting will be at 09:00 for induction and site safety briefing, rather than the normal early-shift start. Report to Devika Rao at the security reception. Company-issued protective equipment and access arrangements will be confirmed during induction.

Probation, leave, benefits, notice and other employment conditions must be supplied in the employer-reviewed attachment. Accept by 8 October 2026.

Employer signatory: Kunal Shah, HR Manager, demonstration signature line.

Candidate acceptance: Imran Ali, signature and date.