[Date]  
[Applicant Name]  
[Applicant Address]  
Dear [Applicant Name],  
I am satisfied to offer you the situation of [Designation] at [Address], beginning [Date]. You can pick whether you need to be utilized on an aggregate business understanding, or an individual work understanding.  
Employment Agreement:  
The work you will do is secured by an aggregate work understanding between [Company Name] and [Association Name]. A duplicate of the aggregate understanding is appended. I comprehend that you're not an individual from [Association Name]. It is your decision whether you join an association yet in the event that you need to be utilized on the aggregate work understanding, at that point you should join [Association Name]. In the event that you join the association, at that point, you would naturally be secured by the aggregate understanding. On the off chance that you need to go along with, you can contact the association on [Contact Details].  
It would be ideal if you prompt me in the event that you consent to me telling the association that you have consented to an individual business arrangement. This is your decision.  
Welcome to our group, I anticipate working with you.  
Yours sincerely,  
[Your Name]  
[Contact Details]