



**Date:**

## **OFFER LETTER**

To

Mr. \_\_\_\_\_

\_\_\_\_\_ (residential address)

Phone No: \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_,

Congratulations! We are pleased to inform you and confirm that you have been selected to work for [Company Name] and offer you the post of \_\_\_\_\_ based at \_\_\_\_\_. We are delighted to make you the following job offer.

The position we are offering you is that of [Job Title] at a monthly salary of [Salary per month] with an annual cost to company [Annual CTC]. This position reports to [Supervisor Title],[Supervisor Name].

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for six months.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to

In case of any queries or customization requirements, [book a free consultation](#) with our expert advisors.



avail leave during the notice period. Your working hours would be from \_\_\_\_\_, ( Starting week day) to (ending week day).

We welcome you to join the Company and would like you to start work on [Desired starting date] at [Desired starting time]. Please report to [Name of person to report on start date], for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to me by [Last date for offer acceptance] in token of your acceptance of the offer of employment with the Company.

We are confident you will be able to make a significant contribution to the success of our [Company Name] and look forward to working with you.

If you have any question, please clarify from the undersigned.

With regards,

\_\_\_\_\_  
\_\_\_\_\_

**HR - Head**

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

I will join on \_\_\_\_\_.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Annexure

<b>Components*</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic		
HRA		
Special Allowance		
Conveyance		
Medical		
LTA		
PF (Employer Contribution)		
Bonus (Annual)		
<b>Total</b>		
<b>CTC</b>		

\* - The components can vary depending on the company and the way it would want to structure the salary.