

[COMPANY NAME]

[Company Address]

[City, State, PIN Code] | [HR Email] | [Contact Number]

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## LETTER OF OFFER

**Date:** [DD/MM/YYYY]

**Offer Letter No.:** [HR/OL/Year/Number]

**To,**

[Candidate Full Name]

[Candidate Address]

[City, State, PIN Code]

**Subject: Offer of Employment – [Designation]**

Dear [Candidate Name],

We are pleased to offer you employment with [Company Name] for the position of [Job Title], subject to the terms and conditions outlined in this letter.

### 1. Position and Employment Details

- **Designation:** [Job Title]
- **Department:** [Department Name]
- **Reporting To:** [Manager/Reporting Authority]
- **Employment Type:** [Full-Time/Part-Time/Contract]
- **Work Location:** [Office Location]
- **Date of Joining:** [DD/MM/YYYY]
- **Probation Period:** [Duration]
- **Working Days and Hours:** [Details]

### 2. Compensation and Benefits

Your compensation will be as per the following details:

- **Annual Cost to Company (CTC):** ₹[Amount]
- **Monthly Gross Salary:** ₹[Amount]
- **Variable Pay/Incentives:** [Details, if applicable]
- **Other Benefits and Allowances:** [Details]

The detailed salary structure will be provided separately or attached as **Annexure A**. All applicable statutory deductions, taxes, and contributions will be made in accordance with applicable laws.

### 3. Terms of Employment

Your employment will be governed by the company's policies, procedures, code of conduct, and applicable employment laws. You will be expected to perform your assigned responsibilities diligently and maintain professional standards at all times.

#### **4. Probation and Confirmation**

You will be on probation for a period of [Duration] from your date of joining. Confirmation of employment will be subject to satisfactory performance, conduct, and completion of the applicable probation requirements.

#### **5. Working Hours and Leave**

Your working hours, weekly offs, holidays, and leave entitlements will be governed by the company's policies as amended from time to time.

#### **6. Confidentiality and Company Property**

You are required to maintain the confidentiality of all proprietary, business, employee, client, and other confidential information obtained during your employment. Any company property issued to you must be safeguarded and returned upon request or separation from employment.

#### **7. Notice Period and Separation**

The notice period applicable to resignation or termination of employment will be [Notice Period], subject to the terms of your employment and applicable law. Any applicable notice-period waiver or payment in lieu of notice will be governed by company policy and the agreed employment terms.

#### **8. Documents and Verification**

This offer is subject to submission and verification of the documents required by the company, including identity, address, educational qualifications, employment history, and other relevant records, as applicable.

#### **9. Acceptance of Offer**

Please sign and return a copy of this letter by [Acceptance Deadline] as confirmation of your acceptance of the above terms and conditions.

We look forward to welcoming you to **[Company Name]** and wish you success in your new role.

Sincerely,

**For [Company Name]**

Authorized Signatory: \_\_\_\_\_

Name: [Authorized Person's Name]

Designation: [HR Manager/Authorized Representative]

Date: [DD/MM/YYYY]

Company Seal: \_\_\_\_\_

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#### **CANDIDATE ACCEPTANCE**

I, **[Candidate Full Name]**, acknowledge that I have read and understood the terms and conditions outlined in this offer letter and accept the offer of employment on the stated terms.

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

Full Name: [Candidate Full Name]

Date: [DD/MM/YYYY]

Place: [City]

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**HR USE ONLY**

- Employee ID: [To Be Assigned]
- Offer Status: [Issued/Accepted/Declined/Withdrawn]
- Documents Verified: [Yes/No/Pending]
- Joining Status: [Joined/Pending/Not Joined]
- HR Remarks: [Comments]

HR Representative: \_\_\_\_\_

Date: [DD/MM/YYYY]