Ref.: _____ Date: _____

_____

Subject: Offer of employment for the position of _____

Dear _____,

We are pleased to offer you the position of _____ at _____.

Your date of joining will be _____.

Your total compensation will be ₹ _____ per _____, subject to applicable statutory deductions. The break-up is given in the annexure to this letter.

You will be on probation for _____ months from your date of joining. On satisfactory completion of probation, your employment will be confirmed in writing.

This offer is subject to verification of your documents and references, and to the company's policies as amended from time to time.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to welcoming you to our organisation.

Yours sincerely,
For _____

_____

I have read and understood the terms of this offer and I accept it. I will join on the date mentioned above.

Signature	Name	Date

ANNEXURE: SALARY BREAK-UP

Annexure to the offer letter dated _____ to _____ for the position of _____.

COMPONENT	PER MONTH (₹)	PER YEAR (₹)
Basic pay		
House rent allowance		
Special allowance		
Gross salary		
Employer's PF contribution		
Cost to company (CTC)		

The gross salary is paid every month, less statutory deductions: the employee's own PF contribution, professional tax where the state levies it, and income tax. The employer's contributions are part of the cost to company and are not paid in hand.

Authorised signatory

Candidate's signature