**Subject:** Offer for full-time employment at [company name]

Dear [employee's first name],

We are pleased to extend your current employment status from part-time to full-time employee at [company name].

If you wish to accept this offer, your salary will be revised and your working hours will be from [Monday to Friday] [9 AM to 5 PM].

Your revised annual **cost to company is ₹ xxx,xxx** [in words] and the break down of your monthly salary is as follows:

|  |  |
| --- | --- |
| **Salary component** | **Amount (in ₹)** |
| Basic pay | xx,xxx |
| House Rent Allowance (HRA) | x,xxx |
| Other allowance | x,xxx |
| Pension benefits | x,xxx |
| **Gross monthly salary** | **xx,xxx** |

Each month, on the [last working day/first working day], your salary will be transferred through [direct deposit/cheque]. Your work location will be [base location], and you will be working with the [team's name] team and report to [manager's name and title].

This full-time job makes you eligible for certain employee benefits, including coverage under the company's Group Health Insurance Policy, paid vacation leaves, and a travel allowance.

Please sign and return this offer letter by **[offer expiry date].** If you have any questions, kindly contact us.

Sincerely,  
[Sender name]  
[Designation], [Company name]

**Accepted by:** [Employee name]

Signature:

Date: