

**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:

<b>Salary component</b>	<b>Amount (in ₹)</b>
Basic pay	xx,xxx
House Rent Allowance (HRA)	x,xxx
Other allowance	x,xxx
Pension benefits	x,xxx
<b>Gross monthly salary</b>	<b>xx,xxx</b>

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: