

Subject: Job offer from [company name]

Dear [candidate's first name],

Congratulations! We are pleased to offer you the position of [designation] at [company name].

Your annual **cost to company** is ₹ **xxx,xxx** [in words]. The break down of your monthly salary can be found below:

| 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 |

Your salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque]. Your starting date is **[joining date]**, and your base location will be [work location]. You will work with the [team's name] and report directly to [manager's name and title].

As a benefit, the company will pay the full premium for your inclusion under the Group Health Insurance, providing a sum insured of ₹ xxx,xxx [amount in words]. Gratuity, as per the Gratuity Act, will be given upon leaving the company after completing a minimum of five years of employment.

If you decide to accept this job offer, kindly sign and send back this letter by **[offer expiry date]**. Once we get your confirmation, we'll share your onboarding details.

We look forward to working with you. Please let us know if you have any questions or concerns.

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

Accepted by: [Candidate name]

Signature:

Date: