

**Subject:** Employment offer from [company name]

Dear [candidate's first name],

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 gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on **[joining date]** from the base location, [work location]. You will work with the [team's name - Development/Marketing/HR] team and report directly to [manager's name and designation].

If you choose to accept this job offer, please sign and return this letter by **[offer expiry date]**. Once we receive your acceptance, we will provide information about onboarding and other asset details.

We are confident that you will find this offer exciting and I, on behalf of [company name], assure you of a very rewarding career in our organization.

Sincerely,

[Sender name]

[Designation], [Company name]

## Annexure A

### Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000
Pension benefits	4,200
<b>Gross monthly salary</b>	<b>58,200</b>

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

### Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

### Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

### Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

**Confidentiality**

Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management.

**Termination**

Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice.

This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

**Accepted by:** [Candidate name]

Signature:

Date: