

[On Company Letterhead]

Offer Letter

[Date]

[Candidate Full Name]

[Candidate Address

City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to offer you the full-time position of [Designation/Title] at [Company Name]. Your tentative date of joining will be [Date], contingent upon the successful completion of background verification.

Your annual CTC will be INR [Amount] and will be paid on a monthly basis, subject to applicable taxes. A break up of the CTC is provided in Appendix-A.

This offer is valid until [Date]. Please confirm your acceptance of this offer by signing and returning this letter within such a date. If you do not confirm your acceptance, we have the right to withdraw the offer.

Please note that this offer letter does not constitute a contract of employment and you shall receive your contract of employment upon joining.

We look forward to having you on our team. If you have any questions, please feel free to reach out to us.

Sincerely,

Acceptance and Signature

**Signature**

Assign signer 1

**Date**

Assign signer 1

**Name**

Assign signer 1

**Signature**

Assign signer 2

**Name**

Assign signer 2

**Date**

Assign signer 2

[On Company Letterhead]

Appendix-A

[Insert CTC Breakup]