

Offer Letter

An offer of employment in India for the candidate to accept. Template v1.0.

Date: _____

Employer: _____

Candidate: _____

We are pleased to offer you a position with us on the terms below. In this letter, the Employer means the organisation named above and you means the Candidate.

1. Position

Designation: _____

Joining date: _____

Work location: _____

2. Compensation

Annual cost to company (CTC): _____

Your salary breakup will be set out in your appointment letter. Statutory benefits such as PF, ESI and gratuity apply as per law.

3. Documents to bring on joining

Original documents are checked and handed back to you on the same day. The Employer keeps copies only for its records.

4. Conditions

This offer depends on satisfactory reference checks and a background check, done with your consent. It also depends on the details and documents you have given being true. If a condition is not met, the Employer may withdraw this offer in writing.

5. Full terms

On joining, you will receive an appointment letter with the full terms of employment, including probation, notice period, leave and conduct. The appointment letter will not reduce the designation or CTC in this offer.

6. Acceptance

Please accept by: _____

To accept, please sign below by the date above. If we do not receive your acceptance by then, this offer lapses. If you need more time, please ask.

Questions about this offer: _____

For the Employer

Signature

Name

Date

Title

Candidate (accepted)

Signature

Name

Date

Place