# Offer Letter – India Format

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
To,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Subject: Offer of Employment  
  
Dear [Candidate Name],  
  
We are pleased to offer you the position of [Job Title] at [Company Name]. Your skills and experience will be an ideal fit for our team. The terms and conditions of your employment are outlined below.

## 1. Position Details

Designation: [Job Title]  
Department: [Department Name]  
Reporting To: [Manager Name]  
Date of Joining: [Proposed Start Date]  
Location: [Work Location]

## 2. Compensation (Cost to Company - CTC)

Your annual CTC will be ₹[Total Annual CTC] as per the breakup below:

Basic Salary: ₹\_\_\_\_\_\_\_  
House Rent Allowance (HRA): ₹\_\_\_\_\_\_\_  
Special Allowance: ₹\_\_\_\_\_\_\_  
Provident Fund (Employer Contribution): ₹\_\_\_\_\_\_\_  
Total CTC: ₹\_\_\_\_\_\_\_

## 3. Probation and Notice Period

You will be on probation for a period of [3] months from your date of joining. During or after the probation period, either party may terminate the employment by giving [30] days' written notice or salary in lieu thereof.

## 4. Working Hours and Leave

Your normal working hours will be from [Time] to [Time], [Monday to Friday/Six Days], subject to the needs of the business. Leave and holidays will be governed by the company’s leave policy.

## 5. Company Policies and POSH Compliance

You are expected to adhere to all company policies including but not limited to the Prevention of Sexual Harassment (POSH) policy, ethics, data protection, and confidentiality guidelines.

## 6. Acceptance of Offer

Please sign and return a copy of this letter to confirm your acceptance of the offer.  
  
We look forward to welcoming you to [Company Name].

Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Authorized Signatory  
[Company Name]

Acknowledged and Accepted:  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Candidate Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_