

[Offer Letter Date]

[Name]

[Address Line 1]

[Address Line 2]

[City], [State], [PIN Code]

Dear [Mr./Miss./Mrs./Ms.] [Name],

Congratulations! We are pleased to confirm that you have been selected to work for [Company Name]. We are delighted to make you the following job offer.

The position we are offering you is that of [Job Title] at a monthly salary of [Salary per month] with an annual cost to company [Annual CTC]. This position reports to [Supervisor Title], [Supervisor Name]. Your working hours will be from [9AM to 6PM], [Starting Week Day] to [Ending Week Day].

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C

We would like you to start work on [Desired starting date] at [Desired starting time]. Please report to [Name of person to report on start date], for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by [Last date for offer acceptance] to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our [Company Name] and look forward to working with you.

Sincerely,

(Name of person authorized to make offer)

(Position)

(Company)