

Date: [Insert Date]

[Candidate Name]

[Candidate Address Line 1]
[Candidate Address Line 2]
[City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**, reporting to [Reporting Manager/Supervisor]. We believe your skills, experience, and values will be a great addition to our team.

Compensation Package

Your total compensation will consist of the following components:

Component	Details	Amount (Annual)
Base Salary	Fixed annual salary paid monthly	[Insert Base Salary]
Performance Bonus	Target bonus, paid annually based on performance appraisal	[Insert Bonus]
Housing Allowance	Monthly allowance for accommodation	[Insert Housing Allowance]
Transport Allowance	Monthly transportation support	[Insert Transport Allowance]
Medical Insurance	Comprehensive health coverage for self and eligible dependents	[Insert Value or "Company Provided"]
Other Benefits	e.g., Meals, mobile phone, wellness, etc.	[Insert Value]
Gross Annual Compensation		[Insert Gross Total]
Deductions	Statutory taxes, employee provident fund, insurance, etc.	[Insert Estimated Deductions]
Net Payable (after deductions)		[Insert Net Payable]

Tax and Compliance

Please note that applicable taxes as per government regulations will be deducted at source. You are responsible for filing your annual income tax returns and ensuring compliance with all relevant laws.

Other Terms & Conditions

- Probation period: [Insert duration]
- Notice period: [Insert duration]
- Leave entitlement: [Insert annual leave days]
- Employment start date: [Insert start date]
- Other company-specific policies as communicated in the Employee Handbook

Please sign and return a copy of this letter as confirmation of your acceptance of this offer. If you have any questions, feel free to contact HR at [Contact Information].

Sincerely,

[Your Name]
[Your Designation]
[Company Name]

Accepted by: _____ Date: _____

