

Sample Offer Letter

Date: [Insert Date]

To,
[Candidate Name]
[Candidate Address]

Dear [Candidate Name],

We are pleased to offer you the position of [Designation] at [Company Name]. Please find below the details of your employment and compensation structure:

1. Position and Reporting

Designation: [Insert Designation]

Department: [Insert Department]

Reporting to: [Insert Reporting Manager]

2. Compensation Structure

Component	Amount (per month)	Amount (per annum)
Basic Salary	[Insert Basic Salary per month]	[Insert Basic Salary per annum]
House Rent Allowance (HRA)	[Insert HRA per month]	[Insert HRA per annum]
Other Allowances	[Insert Other Allowances per month]	[Insert Other Allowances per annum]
Total Gross Salary	[Insert Gross Salary per month]	[Insert Gross Salary per annum]

3. Terms and Conditions

- Your employment with [Company Name] will commence on [Date of Joining].
- This offer is subject to verification of your documents and background verification.
- You will be entitled to other benefits as per company policy.
- Further details regarding leave policy, probation period, and other HR guidelines will be provided after joining.

Please sign and return a copy of this letter as a token of your acceptance of the offer and its terms.

We look forward to welcoming you to our team.

Sincerely,
[HR Manager Name]
[Designation]
[Company Name]