

Date: {Insert Date}

To,  
{Candidate Name}  
{Candidate Address}

**Subject:** Offer of Employment

Dear {Candidate Name},

We are pleased to offer you the position of **{Designation}** at **{Company Name}**, effective from **{Joining Date}**. We believe your skills and experience will be a valuable addition to our team.

### 1. Probation Period

You will be on a probation period of **{Probation Duration}** months, starting from your date of joining. During this period, your performance will be reviewed regularly, and you are expected to meet the performance criteria set by the company.

### 2. Salary Structure

- **During Probation:** You will be eligible for a consolidated salary of **{Probation Salary}** per month.
- **After Probation:** Upon the successful completion of probation and based on satisfactory performance, your monthly salary will be revised to **{Confirmed Salary}** per month, effective from the confirmation date as communicated in writing.

### 3. Other Terms & Conditions

All other terms and conditions of your employment, including working hours, leaves, company policies, and code of conduct, will be as per the company's policies and employee handbook, which will be shared with you on joining.

### 4. Acceptance of Offer

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to having you on our team and wish you a successful career with us.

Sincerely,

**{Authorized Signatory Name}**  
{Designation}  
{Company Name}