

Offer Letter

Date: [Date]

To,
[Candidate Name]
[Candidate Address]

Dear [Candidate Name],

We are pleased to offer you the position of [Position Title] at [Company Name]. We believe your skills and experience will be a valuable addition to our team.

Terms of Employment

- **Designation:** [Position Title]
- **Reporting To:** [Supervisor/Manager Name]
- **Start Date:** [Start Date]
- **Work Location:** [Office Address/Location]

Compensation Details

- **Gross Annual Salary (CTC):** â,¹[CTC Amount] per annum
- **Monthly In-Hand Salary (Net Take-Home):** â,¹[In-Hand Amount] per month (after all applicable statutory deductions such as PF, TDS, etc.)
- **Other Benefits:** [List of benefits such as medical insurance, allowances, etc.]

Please note, the monthly in-hand salary as mentioned above is the amount you will receive in your bank account after all applicable deductions.

Other Terms and Conditions

- This offer is contingent upon the successful completion of background verification and submission of all required documents.
- Other company policies, rules, and regulations will apply as per the employee handbook.

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

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

Candidate Acceptance:

Signature: _____
Date: _____