

[Company Name]
[Company Address]
[City, State, Zip Code]

Date: [Offer Date]

To,
[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: **Offer of Employment**

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** with **[Company Name]**. Your skills and experience will be an ideal fit for our team. The following outlines the terms and conditions of your employment.

1. Position and Reporting

Your position will be **[Job Title]**, reporting to **[Supervisor/Manager Name]**. Your employment will commence on **[Start Date]**.

2. Salary Structure

Component	Amount (per annum)
Base Salary	[Base Salary]
House Rent Allowance (HRA)	[HRA]
Special Allowance	[Special Allowance]
Bonus / Incentives	[Details, if any]
Total Gross Salary	[Gross Salary]

3. Employee Benefits

- Health Insurance:** Comprehensive medical coverage for you and your dependents.
- Retirement Plans:** Participation in [e.g., Company Provident Fund or 401(k)] according to company policy.
- Paid Leave:** [Number of days] annual leave, [Number of days] sick leave, and public holidays as per company rules.
- Other Perks:** [E.g., Meal Coupons, Wellness Programs, Remote Working Options, Company Laptop, etc.]

4. Other Terms & Conditions

- Your employment will be subject to [probation period, if any] and confirmation based on satisfactory performance.
- You will be required to adhere to the company's rules, policies, and confidentiality terms.
- This offer is subject to satisfactory background checks and verification of documents.

Kindly sign and return a copy of this letter as a token of your acceptance.

We look forward to having you on our team. Please feel free to contact us should you have any questions.

Sincerely,

[HR/Recruiter's Name]
[Designation]
[Company Name]

This document serves as a comprehensive sample offer letter with salary structure and benefits, designed to ensure clear and professional communication between employer and prospective employee.