

[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]
<b>Total Gross Salary</b>	<b>[Gross Salary]</b>

**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**

1. Your employment will be subject to [probation period, if any] and confirmation based on satisfactory performance.
2. You will be required to adhere to the company's rules, policies, and confidentiality terms.
3. 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.*