**Letter of Offer for Employment**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To,**

Employee Code: **\_\_\_\_\_\_\_\_\_\_**

Dear Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as <**Position>** with effect from . You will be based in our **\_\_\_\_\_\_\_\_\_\_\_** office (for companies with multiple offices).

You will be paid gross emoluments as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,

For Company Name

(Signing Authority)

Designation

**Annexure – A**

Salary structures can be bifurcated as under:

**Total CTC: Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month (Rs. Per annum**)