

Here's a standard offer letter format for your reference:

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Website URL]

Date: [Insert Date]

[Candidate Name]

[Candidate Address]

[City, State, ZIP Code]

Dear [Candidate Name],

Subject: Offer of Employment

We are pleased to offer you the position of **[Job Title]** with **[Company Name]**. After carefully reviewing your qualifications and experience, we believe that you will be a valuable addition to our team. Below are the details of the offer:

1. **Position:** [Job Title]
Department: [Department Name]
Reporting To: [Manager/Supervisor Name]
2. **Start Date:** [Start Date]
Employment Type: [Full-Time/Part-Time/Contract]
Work Hours: [Working hours per week, e.g., 40 hours/week, Monday to Friday]
3. **Salary and Benefits:**
 - **Annual Salary:** ₹[Amount] per annum
 - **Bonus:** [If applicable, mention details of performance or annual bonuses]
 - **Other Benefits:** [Health insurance, retirement plan, travel allowance, etc.]
4. **Probation Period:** [Duration of probation period, e.g., 3 months, 6 months]
5. **Job Location:** [Office Address/Location]

6. Other Terms and Conditions:

- This offer is contingent upon the successful completion of [background checks, medical examination, etc.].
- [Any additional clauses related to confidentiality, non-compete, etc.]

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Date].

We are excited about the possibility of you joining our team and believe that your skills and experience will contribute significantly to our company's success. If you have any questions or need further information, feel free to contact us.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Acknowledgement and Acceptance

I, [Candidate Name], hereby accept the offer as outlined above and confirm my intention to join **[Company Name]** on the specified start date.

Signature: _____

Date: _____