

Offer Letter Format

Employee Name
DD-MM-YY
Employee Address
Sub: – Offer Letter

Dear **(Name)**,

Subsequent to your successful interview with [your company name]; we are pleased to offer you the position as “**Designation**” in our [organization](#). We take pleasure to inform you that your **CTC** will be **Rs.XXX per annum** (Fixed Salary Component Rs.XXX/- per annum, Variable Component Rs.XXX/- per annum (Performance Based)).

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **DD-MM-YY**, failing which this employment offer will stand rescinded.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,
For **[Your company name]**
Signing Authority
Head- Human Resource