# India appointment letter format

Editable sample letter: replace the details with your own records before signing

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Employee code: [Employee ID]
Designation: Software Engineer
Workplace: Bengaluru office
Start date: [Joining date]
Monthly gross: INR 90,000
Dear [Employee Name],
This confirms your appointment as Software Engineer from [Date]. Your employee code is [Employee ID]. Monthly gross recorded for payroll is INR 90,000. That figure is not an annual CTC and it is not take-home pay.
Probation and notice are in Annex A, which we attach. This letter does not calculate provident fund, professional tax, or income tax. Those, if they apply, are amounts payroll will show on the payslip.
Please sign and return one copy.
Signatory: [people team]