Accountant offer letter

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Pune accounts office
Candidate: [Candidate Name]
Dear [Candidate Name],
We offer you the role of Accountant, reporting to the finance manager, joining [Date].
Gross monthly salary: INR 48,000. This is not a professional fee and not CTC.
Duties: post purchase invoices into the company books, reconcile the two bank accounts the finance manager names, and prepare the working papers that manager will review before any return is filed. You do not sign a return as a chartered accountant. You do not represent the company before a tax officer unless a later written authority says so.
A chartered or cost credential, if you hold one, stays on your own certificate. This offer does not grant it and does not require it.
Please accept by [Date].
Signatory: [finance director]
Confidentiality: the books stay inside the company. Do not copy a vendor ledger onto a personal laptop.