Offer letter format

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

Date: [Issue date]
Employer: [Company name]
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company name] offers you the full-time role of [Job title], reporting to [Reporting manager], at [Workplace].
Proposed joining date: [Joining date]
Gross monthly pay: [Amount and currency]
Annual cost to company, if stated: [Annual CTC]. Keep that annual figure off the monthly gross, and attach the salary schedule the employer has approved.
Working hours: [Hours]
Probation: [Probation period, or none]
Notice after confirmation: [Notice period]
Benefits already approved: [Approved benefits]
This offer is open until [Acceptance deadline]. It is a draft for review, not a signed employment contract, and it does not grant a visa or a professional licence.
Please confirm acceptance below.
For [Company name]
Authorised signatory: [Name and designation]
Candidate acceptance: [Name, signature, and date]