Job offer letter for a fresher

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Jaipur office, on site
Candidate: [Candidate Name]
Prior experience required: none
Dear [Candidate Name],
[Company] offers you the role of Junior Clerk. This offer does not require earlier employment. It is not a campus placement and it is not issued by a college.
Training month: [Date] to [Date], worked on site in Jaipur. Pay during training: INR 12,000 gross for that month. From [Date] the gross becomes INR 16,000 a month if you complete training and the company confirms the role in writing.
The training pay is not a stipend labelled as a permanent wage, and the December figure is not owed if the written confirmation is not given.
PF and tax, if payroll deducts them, are not calculated in this letter.
Please accept by [Date].
Signatory: [designation]
The campus fresher support-associate offer on this site is a different role.