Offer letter format for India

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Pune, Maharashtra
Candidate: [Candidate Name]
Dear [Candidate Name],
We offer you the role of Stores Executive at the Pune workplace. Proposed joining date: [Date]. You report to the stores manager.
Monthly gross earnings: INR 45,000, made up of basic INR 28,000, HRA INR 11,200 and special allowance INR 5,800. This monthly gross is not an annual CTC and it is not take-home pay.
PF, ESI, professional tax and TDS, if they apply, will be the amounts payroll deducts. This letter does not set those rates. Employer PF is not part of the INR 45,000.
Probation, notice and leave: attach the company's schedule. This draft does not choose a probation length.
Please accept in writing by [Acceptance date].
Signatory: [People team designation]
Company stamp: _____