Nurse 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: general ward, Pune
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Staff Nurse on the general ward. Joining date: [Date], subject to the hospital's own credential check. You report to the ward sister.
Gross monthly salary: INR 32,000. Shift differential: none in this letter. If a night allowance is paid, it will be a separate payroll line and not a verbal promise.
The roster is attached by the ward sister before you start. This letter does not set a rotation.
Your nursing registration is your own certificate. This offer does not issue a licence, does not renew one, and does not grant clinical privileges beyond the staff-nurse duties the ward sister assigns.
Please accept by [Date].
Signatory: [hospital administrator]
The staff nurse experience letter is a later document, after employment, and is not this offer.