# Offer letter format for Pakistan

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Faisalabad, Pakistan
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Production Planner at the Faisalabad mill. Proposed joining date: [Date]. You report to the mill manager.
Monthly gross wage: PKR 90,000, made up of basic PKR 70,000, house allowance PKR 10,000 and conveyance PKR 10,000. This is not take-home pay.
Income tax, if payroll withholds it, will appear on the salary slip. This letter does not compute a slab. EOBI, if the establishment is registered and deducts it, will also appear on the slip as the amount payroll posts. This letter does not look up a contribution.
CNIC: [CNIC]
Probation and notice: attach the company's schedule.
Please accept in writing by [Acceptance date].
Signatory: [designation]
Company stamp: _____