

Remote software developer offer letter

Fictional sample for editing and authorised review

FICTIONAL FILLED SAMPLE - REVIEW BEFORE USE

Offer reference: DEMO/ENG/2026/041

Issued: 30 September 2026

Dear Aditi Rao,

Cedar Demo Technology Private Limited offers you the position of Software Developer, reporting to Engineering Manager Nikhil Bose. Your proposed joining date is 19 October 2026. Your agreed work location is your residence in Pune, Maharashtra; changes to the regular work location require prior discussion and written approval.

Gross fixed monthly salary is INR 85,000. Twelve full months at this rate equal INR 1,020,000 in gross fixed salary; this figure is not represented as total CTC or take-home pay. Payroll deductions and any partial-month calculation will be shown separately by payroll. The demonstration work pattern is Monday to Friday, 40 scheduled hours per week, with an agreed collaboration window of 11:00 to 16:00 India Standard Time. Additional scheduling and any approved overtime arrangements must follow the reviewed employment terms. The company will issue a laptop and charger for work use. The equipment remains company property and must be recorded in the asset handover register. Approved connectivity reimbursement: [insert amount, evidence requirements and approval process, or state none].

Role duties include developing application features, reviewing pull requests, documenting changes and participating in scheduled team meetings. Onboarding will start with a remote video meeting at 10:00 India Standard Time on 19 October 2026.

Probation, leave, benefits, notice and confidentiality provisions: attach the employer-approved employment schedule for this role. Please accept by 8 October 2026 by signing and returning this letter.

Employer signatory: Meera Shah, People Operations Manager, demonstration signature line.

Candidate acceptance: Aditi Rao, signature and acceptance date.