Software engineer 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: Bengaluru office, on site, 3rd floor
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Software Engineer, reporting to [Reporting Manager Name/Title]. Joining date: [Date]. You attend the Bengaluru office. This offer is not the remote developer offer.
Gross fixed monthly salary: INR 90,000. Twelve months at that rate equal INR 1,080,000 of gross fixed salary. That product is not CTC, not a bonus, and not take-home pay.
Hours: Monday to Friday in the office. A laptop is provided for office use and is returned to the desk. It is not a work-from-home kit.
Duties include building the features assigned in the tracker, reviewing colleagues' changes, and writing the release notes the manager asks for.
Please accept by [Date].
Signatory: [Authorised signatory], People Operations
Variable pay: none in this letter.