EDITABLE TEMPLATE • Replace every [placeholder] before issue

[Employer legal name]

[Registered / business address] | [Official email and contact]

Reference: [Offer reference / version] | Date: [DD Month YYYY]

To: [Candidate name and correspondence address]

Offer of employment — [Job title]

Dear [Candidate name],

We are pleased to offer you the position of [Job title] in [Department] on the terms below and in Annexure A.

Role and joining: Your employment type will be [full-time / other accurately defined type]. Your proposed joining date is [date]. You will report to [manager / designation] at [work location and work mode]. Your principal duties will be [brief duties].

Compensation: Your fixed gross salary will be ₹[amount] per month, annualised at ₹[amount] for [12] months, before applicable employee-side deductions. Employer-funded costs, conditional variable pay and any one-time payment are separately identified in Annexure A. Net pay depends on applicable deductions and actual payroll.

Work arrangements: Your agreed schedule is [days, hours, breaks and work mode]. Leave, holidays, overtime and benefits will be as set out in [attached policy names / versions], subject to applicable law. Identify any agreed equipment or expense arrangements.

Probation and notice: [State agreed probation / not applicable, review method and confirmation process]. Notice and any payment in lieu during and after probation will be [state reviewed terms and procedure], subject to applicable law.

Conditions and next steps: This offer is subject to [list specific lawful conditions, completion deadlines and the responsible contact; delete when unconditional]. Do not add undisclosed conditions later. Applicable appointment documentation must be completed before work begins. Material changes to agreed terms or the joining date must be documented and communicated for acceptance.

Acceptance: Please return the complete letter and Annexure A by [deadline, time and time zone] using [agreed acceptance method]. For questions, contact [verified employer contact]. Please complete the acceptance section on the next page.

For [Employer legal name]

Authorised signatory: _____ Name / designation: _____

ANNEXURE A • Compensation and acceptance

Compensation details

Candidate: [Name] | Role: [Job title] | Offer reference / version: [Reference]

Fixed salary component	Monthly (₹)	Annual (₹)
Basic pay	[amount]	[amount]
House rent allowance	[amount]	[amount]
Other fixed allowance	[amount]	[amount]
Other fixed cash component	[amount]	[amount]
Fixed gross salary	[total]	[total]

Use an approved salary structure. Annual figures are full-year run rates; confirm any first-year proration.

Other component — not monthly fixed gross	Annual amount (₹)
Employer-funded benefit budget	[approved itemised amount]
Other approved employer costs	[approved itemised amount]
Fixed employer-cost subtotal	[fixed gross + employer costs]
Conditional variable pay: annual maximum	[amount / not applicable]
Maximum illustrative annual package	[subtotal + variable maximum]

Attach an itemised explanation of employer-funded benefits and contributions. Define variable-pay eligibility, conditions, payout dates and treatment on exit. List any joining bonus separately with reviewed conditions. Do not use a CTC total as a take-home guarantee.

Candidate acceptance

I have read this offer and Annexure A and accept the stated terms and conditions. My agreed joining date is _____. Any unresolved clarification should be settled before I sign.

Candidate name: _____ Signature: _____

Acceptance date: _____ Employer acknowledgement: _____

Signing blocks are intentionally blank. An offer may have contractual consequences when accepted; this general resource is not legal advice or a prescribed appointment-letter form.

FICTIONAL FILLED EXAMPLE • Not an actual job offer

Illustration Services

Fictional employer • [Sample address], Bengaluru, Karnataka

Reference: EXAMPLE/OL/2026/003 | Date: 26 September 2026

To: Sample Candidate (fictional)

Offer of employment — Operations Executive

Dear Sample Candidate,

We are pleased to offer you the role of Operations Executive in our Operations team on the terms below and in Annexure A.

Role and joining: Full-time employment, with a proposed start of 15 October 2026. You will report to the Operations Manager at our Bengaluru workplace. Duties include coordinating schedules, maintaining operational records and preparing weekly status updates.

Compensation: Fixed gross salary is ₹40,000 per month, annualised at ₹4,80,000 for a full 12-month year, before employee-side deductions. Employer-funded costs and conditional variable pay are separate in Annexure A. No take-home amount is promised by this example.

Work arrangements: The illustrative schedule is Monday to Friday, 9:30 a.m.–6:00 p.m., including a 30-minute break. Leave, holidays, overtime and benefits must be recorded in the policies supplied before acceptance and remain subject to applicable law.

Probation and notice: This fictional example uses three months of probation, with a written review outcome, and 30 days' notice during and after probation. These are example terms, not statutory defaults; applicable requirements and procedures take precedence.

Conditions and next steps: This offer is subject only to lawful verification of the identity and qualifications stated in the application, notified to the candidate in advance, and any specific conditions agreed in writing. Before work starts, the employer must complete applicable appointment-letter requirements. Material changes require a revised written record and acceptance.

Acceptance: Return this letter and Annexure A by 3 October 2026 using the agreed signature / acceptance process. Questions should be addressed to the verified HR contact. Please sign the acceptance section on the next page.

For Illustration Services (fictional employer)

Authorised signatory: _____ Name / designation: _____

FICTIONAL ANNEXURE • Arithmetic illustration only

Compensation details

Candidate: Sample Candidate | Role: Operations Executive | Ref: EXAMPLE/OL/2026/003

Fixed salary component	Monthly (₹)	Annual (₹)
Basic pay	24,000	2,88,000
House rent allowance	10,000	1,20,000
Other fixed allowance	6,000	72,000
Other fixed cash component	0	0
Fixed gross salary	40,000	4,80,000

Full-year annualisation only. These component amounts are fictional, not a recommended statutory salary structure.

Other component — not monthly fixed gross	Annual amount (₹)
Employer-funded benefit budget	24,000
Other approved employer costs	0
Fixed employer-cost subtotal	5,04,000
Conditional variable pay: annual maximum	36,000
Maximum illustrative annual package	5,40,000

The ₹24,000 employer-cost budget is an arbitrary example input, not PF, ESI or gratuity. The variable amount is a maximum, not a guarantee; an actual offer must attach its measurable conditions, eligibility and payment schedule. Include all applicable employer costs before issuing a real CTC.

Candidate acceptance

I have read this offer and Annexure A and accept the stated terms and conditions. My agreed joining date is _____. Any unresolved clarification should be settled before I sign.

Candidate name: _____ Signature: _____

Acceptance date: _____ Employer acknowledgement: _____

Signing blocks are intentionally blank. An offer may have contractual consequences when accepted; this general resource is not legal advice or a prescribed appointment-letter form.

EDITOR'S CHECKLIST • Keep this page for your records; do not send it as an employment term

Before you send the letter

Resolve every placeholder

Replace all brackets, unused clauses and sample details. Attach the final compensation annex and any policies referenced in the offer.

Check the employer and signatory

Use the actual employer's legal name, address and official contact. Confirm that the sender is authorised to offer employment.

Check pay labels and arithmetic

Separate monthly gross, annual gross, employer-funded costs, conditional variable pay and one-time bonuses. Do not state that CTC is take-home salary.

Check employment-law fit

Review wage structure, minimum wages, benefits, hours, leave, probation, notice and appointment-letter requirements for the establishment, worker category and applicable jurisdiction.

Record conditions fairly

State conditions and completion deadlines clearly. Do not use open-ended discretion, automatic penalties, blanket non-competes or a generic "at will" clause.

Preserve the final record

Use a clear reference and version. Retain the approved PDF, annex, candidate response and agreed joining date. Do not treat silence as acceptance.

Handle personal information separately

Do not request full bank, PAN or Aadhaar details in a widely circulated offer document. Collect necessary onboarding records through an appropriately secure process.

Short acceptance-email example

Subject: Acceptance — [Job title], offer [reference / date]

Dear [HR contact], I accept the terms in offer [reference / date] and its attached compensation annex. I confirm my agreed joining date as [date]. The requested acceptance document is attached. Please acknowledge receipt and share the next onboarding steps. Regards, [Candidate name].

Source and scope notes

Sections 7 and 10 of the Indian Contract Act, 1872 concern acceptance and contracts. Section 10A of the Information Technology Act, 2000 addresses electronic contract formation. Applicable appointment-letter rules need a separate check. This resource is not a government form or employer-specific legal certification.

IndiaCode: https://www.indiacode.nic.in/bitstream/123456789/2187/2/A187209.pdf
IndiaCode: https://www.indiacode.nic.in/bitstream/123456789/13116/1/it_act_2000_updated.pdf