CIN

Private and confidential

OFFER OF EMPLOYMENT

Ref. no.	Date

Candidate name	Address	Position
Department	Place of work	Reporting to
Annual CTC	Proposed joining date	Accept this offer by

Dear [candidate name],

Following our discussions, we are pleased to offer you the position of [position] in our [department] department, based at [place of work], on an annual cost to company of [annual CTC]. The break-up is in the annexure below. This offer is valid until the date shown above.

Conditions of this offer

This offer depends on satisfactory verification of your education, previous employment and identity, and on your joining on or before [joining date]. Please bring originals of your certificates, your relieving letter and last three salary slips from your current employer, PAN, Aadhaar and your UAN on the day you join.

Terms

You will be on probation for [number] months. The notice period is [notice period] during probation and [notice period] after confirmation. Working hours, leave, and the full terms of employment will be set out in your letter of appointment, which you will receive on the day you join.

Annexure: salary structure and cost to company

Component	Part of	Monthly (₹)	Annual (₹)
Basic salary	Gross salary		
Dearness allowance	Gross salary		
House rent allowance	Gross salary		
Special allowance	Gross salary		
Employer PF (12%, ceiling ₹25,000)	Employer cost		
Employer ESI (3.25%, if covered)	Employer cost		
Gratuity (4.81% of basic and DA)	Employer cost		
	Cost to company (CTC)		

Gross salary is the total of the lines marked gross salary. Employee PF (12%), ESI if covered, Professional Tax and income tax are deducted from it each month. Gratuity is paid on leaving once you are eligible, under the Code on Social Security, 2020.

For the company, authorised signatory

I accept this offer: candidate's signature and date