

# Offer Letter

Date: [Insert Date]

To,  
[Candidate Name]  
[Address]

**Subject:** Employment Offer

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** with **[Company Name]**, effective from **[Joining Date]**, on the following terms and conditions:

- **Position & Reporting:** You will be designated as [Job Title], reporting to [Manager/Supervisor Name].
- **Compensation:** Your annual CTC will be [Salary Amount], payable as per the company's payroll policy.
- **Probation Period:** You will be on a probation period of [Probation Duration].
- **Other Terms & Conditions:**
  - You will be required to maintain confidentiality of company information.
  - Your employment will be governed by the company's policies and regulations.

Please sign and return this letter as a confirmation of your acceptance.

For [Company Name],

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Authorized Signatory

Accepted & Signed by:

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[Candidate Name & Signature]