Job Offer Letter

We are pleased to offer you employment on the terms below. Please sign to accept before the offer expires.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Candidate

CANDIDATE NAME

CANDIDATE EMAIL

POSITION OFFERED

DEPARTMENT

Offer

ANNUAL CTC (₹)

FIXED PAY (₹ PER YEAR)

VARIABLE PAY (₹ PER YEAR)

JOINING DATE

WORK LOCATION

WORK MODE

PROBATION

NOTICE PERIOD

OFFER VALID UNTIL

REPORTING MANAGER

This offer depends on satisfactory background verification and the documents listed in the joining checklist. A detailed appointment letter will be issued on joining.

Candidate acknowledgement

- [ ] I accept this offer and will join on the date above.
- [ ] I confirm I am not bound by any agreement that prevents me from taking up this role.

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Candidate

SIGNATURE

PRINTED NAME

DATE