

Offer Letter Template

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a formal offer letter under Indian employment law — designation, CTC details, joining date, probation and notice — with a CTC table and BGV note. Use it to make an offer. For the detailed appointment letter after acceptance, use the Appointment Letter Generator.

Purpose of this tool & output

Describe the offer and we draft a compliant, professional offer letter

How the output is used

Use it to draft a compliant, professional offer letter that states role, compensation and key terms clearly.

Who receives it

The offer letter is addressed to the selected candidate; a signed copy is returned and kept in the personnel file.

How to submit / file it

Issue the offer to the candidate (by email/hard copy) with the annexures, obtain the signed acceptance within the validity, and follow with the appointment letter on joining.

Who should vet it

HR and, for senior or unusual terms, an employment lawyer, to confirm the terms before you issue the offer.

Companion documents

- Appointment Letter Generator
- Tax-Optimised CTC Structurer
- Internship Offer Letter
- Probation Confirmation Letter
- Promotion / Increment Letter
- Transfer / Deputation Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.