[COMPANY LETTERHEAD - name, address, CIN/GSTIN if any]

Date: [date]

Dear [Employee name],

With reference to your acceptance of our offer dated [date], we are pleased to appoint you as [Designation] ([category: permanent / fixed-term]) at [Location] with effect from [date of joining]. The terms of your employment are set out below.

1. Employee details: Name: [Employee name]. Employee ID: [ID]. Date of joining: [date].

2. Designation and category: [Designation]. Category: [permanent / fixed-term / trainee].

3. Place of work and reporting: You will work at [place of work] and report to [reporting manager].

4. Wages: Basic + DA: ₹[amount] a month. Allowances: ₹[amount] a month. Total: ₹[amount] a month. Wages will be paid on [pay day].

5. Social security: PF: [applicable / details]. ESI: [where it applies]. Gratuity: [as per the rules that apply].

6. Working hours and weekly off: [hours] a day, [days] a week. Weekly off: [day].

7. Leave: [Leave policy, or the policy name it follows].

8. Probation and confirmation: Probation of [period]. [What happens at the end of probation].

9. Notice period: [X] days on either side. [Whether pay in lieu of notice applies].

10. Conduct, confidentiality and company policies: You will follow [the company's standing orders / HR policies], including [confidentiality clause].

For [Company],

[Name]
[Designation]

11. Signatures

Employer: _____ Date: _____

Employee: _____ Date: _____

Format from hrexora.com/blog/offer-letter-appointment-letter-format. For reference only, not legal advice.