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

Date: [date]

Dear [Candidate name],

We are pleased to offer you the position of [Job title] in our [Department] team at [Location]. Your annual cost to company (CTC) will be ₹[amount], as detailed in Annexure A. Your expected date of joining is [date].

This offer is subject to [conditions, e.g. verification of documents]. Please confirm your acceptance by [date] by replying to this email or signing a copy of this letter.

We look forward to having you with us.

[Name], [Designation], [Company]

Accepted

Signature: _____ Date: _____

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