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Check the template below 👇🏼. Modify as per your requirements. The elements that need to be changed are highlighted in yellow for your convenience.﻿Hi [Candidate name]

We are pleased to offer you a job [job title] position at [Company name]. We are of the opinion that your skills and experience in the [mention field] will be a valuable asset to [Your Organization name].

If you accept the job offer, you are eligible to receive the following in accordance with the company policy -

• An annual gross salary [mention the salary amount] paid by cheque/ NEFT/IMPS or in direct deposit.

• Performance bonus [add details if any]

• Standard benefits including

- [vacation days number] days of annual paid time off

- [number of sick leave] number of sick days -Medical and dental insurance [ if applicable]

- [Add any other benefits that your organization can offer]

Your expected joining date is [mention date].

To accept this role, kindly sign this offer letter, date it, and email it back by [add end-date].

In case you have any doubts regarding the dame, contact us at [mention contact details]

We are happy to welcome you to our team.

Regards

[Sender Name & Designation]

Signatures:

Company Representative [Signature]

[Company Representative Designation]

Signature & Date

[Candidate’s Name]