

Sample 2: Combined Offer & Appointment Letter

Provide a document upfront, serve as an offer letter and becomes a appointment letter later.

[COMPANY LETTERHEAD]

[ABC Corp Inc.]

[789 Business Hub, Bandra Kurla Complex, Mumbai, Maharashtra 400051]

[+91 22 9876 5432]

[careers@abc.com]

[www.abc.com]

Date: 25th August 2025

To,

Ms. Ananya Reddy

[101, Sea View Apartments, Worli, Mumbai, Maharashtra 400030]

[ananya.r@email.com]

[+91 91234 56789]

Dear Ananya,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you a job as a Marketing Manager. Your Date of Joining shall be **on or before 15th September 2025**, and we shall be providing you with a detailed Employment Agreement containing the terms and employment at the time of your joining. Upon your acceptance and signature, this letter will form the basis of your appointment.

You are required to report to work on the above-mentioned date on or before **9:30 AM**, failing which this offer will stand automatically withdrawn. You will be entitled for an annual gross salary of **₹18,00,000/- (Rupees Eighteen Lakhs Only)**. A detailed breakdown of your compensation structure, including basic salary, allowances, and statutory deductions, is provided in Annexure-I. You will be governed by the company rules, as amended from time to time.

As informed, your place of posting shall be at our Mumbai Head Office. However, the organisation reserves the rights to transfer you to and/or utilise your services in any of the company's offices, work

sites or associated or affiliated companies located within the country or abroad. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

You shall be on probation for a **period of six months** from your date of joining. On successful completion of your probation period, your appointment will be confirmed in writing. During the probation period, your employment can be terminated by either party with a **notice period of 15 days**, without assigning any reason. This Agreement shall be construed and interpreted in accordance with the laws of India & all the disputes, If Any, shall be referred to the competent court in Mumbai, Maharashtra.

If there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & later your appointment thereafter at any time.

This offer of appointment is subject to you providing the following documents for our records:

1. Copies of all educational certificates (Graduation, Post-Graduation).
2. Proof of Address (Aadhaar Card/Passport).
3. Copy of your PAN Card.
4. Relieving letters from your past two employers.
5. Salary slips for the last three months.
6. Four passport-size photographs.
7. A signed duplicate of this appointment letter.

Your key job responsibilities, leave policy, confidentiality agreement (NDA), and other terms of employment are detailed in the enclosed Employment Service Agreement.

We welcome you to the ABC Corp family and are confident that your association with us will be a long and mutually beneficial one.

Sincerely,

[Signature]

Vikram Singh
Director - Human Resources
ABC Corp Inc.

Acceptance of Offer & Appointment

I, Ananya Reddy, have read, understood, and accept the terms and conditions outlined in this letter and the enclosed Employment Service Agreement. I accept the position of Marketing Manager.

Signature: _____

Date: _____

