Template from www.lineupx.com/hr-letters/offer-letter-format. Replace every highlighted [field], keep the version you need and delete the rest. This is a template, not legal advice: check the final wording against your company policy and with your HR or legal adviser.

Version 1: Fresher full-time offer. Use it for a campus or off-campus fresher, including one whose degree result is still pending.

[Company name]
[Letterhead: registered address, email and phone]

Ref. no.: [Reference number]
Date: [Date of issue]

To,
[Candidate's full name]

Subject: Offer of employment as [Designation]

Dear [Candidate's full name],

Congratulations. After your interviews, [Company name] is pleased to offer you full-time employment as [Designation], on the terms below.

1. Joining: you will join on [Date of joining] at [Work location]. We will email you the joining details ahead of the date.
2. Pay: your annual Cost to Company (CTC) is [Annual CTC (with the ₹ sign and unit)]. Annexure A shows its fixed pay, variable pay (if any) and benefits.
3. Probation: your probation period is [Probation period in months] months from joining. We will review your performance before it ends and communicate the outcome in writing.
4. Degree: [Delete this clause if degree completion is not a condition.] This offer is conditional on you completing [degree and stream] and providing [final marksheet or provisional certificate] by [agreed deadline]. If your result is delayed, contact [HR email for the signed copy] before that deadline so that we can confirm the next steps in writing.
5. Documents: on your first day, bring originals and one copy each of your identity proof, address proof, marksheets, degree certificates, photographs and bank account details.
6. Verification: this offer depends on the details and documents you gave us being correct, and on satisfactory verification.
7. Service terms: [If applicable, identify the attached service or training agreement, its duration, any repayment amount and how it is calculated. Have your legal adviser review it before sending the offer; otherwise delete this clause.]

Please sign a copy of this letter and email it to [HR email for the signed copy] by [Reply-by date]. The offer lapses after that date unless we extend it in writing. We will share your appointment letter and the policies it refers to on or before your joining date.

We look forward to welcoming you.

Yours sincerely,

[Signatory's name]
[Signatory's designation]
For [Company name]

Enclosure: Annexure A (CTC break-up)

Acceptance: I accept this offer on the terms above.
Name: [Candidate's full name]
Signature:
Date:

Version 2: Offer with probation and notice terms. Use it for a lateral or experienced hire, or any role where you want probation, notice and verification terms in writing at the offer stage.

[Company name]
[Letterhead: registered address, email and phone]

Ref. no.: [Reference number]
Date: [Date of issue]

To,
[Candidate's full name]

Subject: Offer of employment as [Designation]

Dear [Candidate's full name],

Further to our discussions, [Company name] offers you the position of [Designation] on the terms below.

1. Joining: [Date of joining], at [Work location]. If you cannot join by then, write to us before that date. We may withdraw the offer if you neither join nor agree a new date with us in writing.
2. Compensation: your annual CTC is [Annual CTC (with the ₹ sign and unit)], shown component by component in Annexure A. Variable pay follows the plan described there.
3. Probation: you will be on probation for [Probation period in months] months from joining. We may extend it by written notice. You are confirmed only when we send you a confirmation letter.
4. Notice: during probation, either side may end your employment by giving [notice period during probation] written notice. After confirmation the notice period is [notice period after confirmation]. Your appointment letter will state the full terms.
5. Verification: this offer is conditional on satisfactory checks of your education, past employment and references, and on your relieving letter from your current employer.
6. Documents: please bring [list the documents, for example identity and address proof, education certificates, relieving letter, recent payslips and bank details].
7. Confidentiality: you will keep company and client information confidential, and sign our confidentiality undertaking on joining.

This offer is valid until [Reply-by date]. To accept, sign a copy of this letter and send it to [HR email for the signed copy] by that date. We will share your appointment letter and the policies it refers to on or before your joining date.

Yours sincerely,

[Signatory's name]
[Signatory's designation]
For [Company name]

Enclosure: Annexure A (CTC break-up)

I accept this offer and the conditions above.
Name:
Signature:
Date:

Version 3: Remote or hybrid offer. Use it when the role is remote or hybrid and the letter must also cover office days, hours, equipment and data security.

[Company name]
[Letterhead: registered address, email and phone]

Ref. no.: [Reference number]
Date: [Date of issue]

To,
[Candidate's full name]

Subject: Offer of employment as [Designation] ([Work mode (on-site, hybrid or remote)])

Dear [Candidate's full name],

[Company name] is pleased to offer you the role of [Designation]. This letter explains where and how you will work, as well as your pay and joining date.

1. Work mode: [Work mode (on-site, hybrid or remote)], based at [Work location]. [Hybrid only: you will work from the office on the days agreed with your manager each week, and attend team events on dates we give in advance.]
2. Hours: you will work [hours and time zone] and stay reachable on [chat and video tools] during that time.
3. Joining: [Date of joining]. [Remote joiners: we will complete your joining formalities online.]
4. Pay: your annual CTC is [Annual CTC (with the ₹ sign and unit)], as set out in Annexure A. [State any internet or equipment allowance here, or delete this line.]
5. Equipment: [we will provide a laptop, which stays company property and must be returned when you leave / you will use your own device under our device policy].
6. Data security: you will keep work files in company-approved tools, follow our information security policy and not store company or client data on personal drives or accounts.
7. Change of mode: we may ask you to work from the office, or change your base location, on [notice period] notice. You may ask for a change too, which takes effect only when approved in writing.
8. Probation: your first [Probation period in months] months are a probation period.

Please sign a copy of this letter and send it to [HR email for the signed copy] by [Reply-by date]. We will share your appointment letter and the policies it refers to on or before your joining date. It will carry this working arrangement forward.

Yours sincerely,

[Signatory's name]
[Signatory's designation]
For [Company name]

Enclosure: Annexure A (CTC break-up)

Acceptance: I accept this offer, including the work-mode terms above.
Name:
Signature:
Date:

Version 4: Intern-to-full-time offer. Use it when offering an intern full-time employment after the internship ends, either immediately afterwards or after degree completion.

[Company name]
[Letterhead: registered address, email and phone]

Ref. no.: [Reference number]
Date: [Date of issue]

To,
[Candidate's full name]

Subject: Full-time offer as [Designation]

Dear [Candidate's full name],

Thank you for your work as an intern at [Company name]. After reviewing your internship, we are glad to invite you to join us full-time as [Designation].

1. Start: your full-time employment begins on [Date of joining]. Your last day as an intern is [internship end date]. Your internship stipend applies through that date. [If there is a gap before full-time employment begins, state the agreed arrangements for that period.]
2. Pay: your annual CTC from the joining date is [Annual CTC (with the ₹ sign and unit)], as shown in Annexure A. The internship stipend is not part of it.
3. Probation: your internship [will / will not] count towards your probation of [Probation period in months] months.
4. Work: you will work at [Work location], in [Work mode (on-site, hybrid or remote)] mode, [in the team you interned with / in a new team].
5. Conditions: [If you are still a student: this offer holds if you complete your degree and give us your final marksheet or provisional certificate by the agreed deadline, and you contact [HR email for the signed copy] before that deadline if your result is delayed.] It also depends on satisfactory verification of your documents.
6. Earlier terms: this offer follows the PPO communication dated [date, if applicable]. Any changes to previously agreed terms are listed in [attached amendment, if applicable] for your acceptance. Your internship certificate will be issued separately.

Please sign a copy of this letter and send it to [HR email for the signed copy] by [Reply-by date]. We will share your appointment letter and the policies it refers to on or before your joining date.

Yours sincerely,

[Signatory's name]
[Signatory's designation]
For [Company name]

Enclosure: Annexure A (CTC break-up)

Acceptance: I accept this full-time offer.
Name: [Candidate's full name]
Signature:
Date: