

JOB OFFER LETTER

[COMPANY NAME]

[Company Address, City, Nepal] | [Company Phone / Email / Website]

Date: [DD Month YYYY]

[Candidate Name]

[Candidate Address]

Subject: Offer of Employment for the Position of [Job Title]

Dear [Candidate Name],

Further to your application and the subsequent interview(s), we are pleased to offer you employment with [Company Name] ("the Company") in the position of [Job Title], reporting to [Manager Name / Designation]. This offer, and your employment, will be governed by the laws of Nepal, including the Labour Act, 2074 (2017), and by the Company's HR Policy and related policies, as may be amended from time to time.

Key Terms of the Offer

Position / Designation	[Job Title]
Department	[Department]
Reporting To	[Manager Name / Designation]
Work Location	[City / Office, Nepal — Remote/Hybrid if applicable]
Employment Type	[Full-Time, Permanent track / Fixed-Term]
Date of Joining	[DD Month YYYY] ("DOJ")
Probationary Period	Six (6) months from the DOJ, extendable once at the Company's discretion, in line with the Company's HR Policy
Monthly Gross Salary	NPR [•] (In words: [•])

Compensation and Benefits

A detailed breakdown of your salary structure (basic salary, allowances, and statutory contributions such as Social Security Fund/Provident Fund and Gratuity) will be set out in your Appointment Letter on the date of joining. Your remuneration is subject to applicable Nepal tax law, including income tax deducted at source. You will also be eligible for leave, festival expense, and other benefits as set out in the Company's HR Policy and Leave and Attendance Policy.

Conditions of This Offer

- This offer is based on the information, qualifications, and experience you presented during the recruitment process. If any information is later found to be incorrect, incomplete, or withheld, the Company may withdraw this offer or terminate your employment.
- This offer is conditional upon satisfactory verification of your documents, references, and (where applicable to the role) any statutory clearance or medical fitness check.

- On joining, you will be required to sign an Appointment Letter, an Employee Non-Disclosure Agreement, and acknowledge the Company's HR Policy, Code of Conduct Policy, and Anti-Sexual Harassment (Workplace) Policy.
- This offer is valid until [DD Month YYYY]. If we do not receive your signed acceptance by this date, or if you do not join on the agreed Date of Joining, the Company reserves the right to withdraw this offer.

We are excited about the prospect of you joining [Company Name] and contributing to our team. Please indicate your acceptance of this offer by signing and returning the enclosed duplicate copy of this letter, along with your confirmed date of joining.

We look forward to welcoming you on board.

Yours sincerely,

For [Company Name]

[Name]

[Designation, e.g., Head – Human Resources]

Acceptance

I, [Candidate Name], accept the above offer of employment on the terms set out in this letter and confirm my Date of Joining as [DD Month YYYY].

Candidate Signature

Name: [Candidate Name]

Date: [•]

Disclaimer: This is a generic template made available by RigoHR for general reference. It is not a substitute for legal advice. Employers should adapt this letter to the specific role and have it reviewed by qualified Nepali legal counsel before use.