



# TechCorp Solutions

Company Address  
City, State PIN  
Country

## OFFER LETTER

### CANDIDATE NAME

John Doe

### EMAIL

john.doe@example.com

### DESIGNATION

Software Engineer

### DEPARTMENT

Engineering

### JOINING DATE

Fri Mar 01 2024 05:30:00 GMT+0530  
(India Standard Time)

### WORK LOCATION

Bangalore

## Compensation Details

| Component    | Monthly (₹) | Annual (₹) |
|--------------|-------------|------------|
| Basic Salary | 66,667      | 800,000    |
| HRA          | 6,667       | 80,000     |

| Component           | Monthly (₹)   | Annual (₹)       |
|---------------------|---------------|------------------|
| Special Allowance   | 7,533         | 90,400           |
| Statutory Bonus     | 5,533         | 66,400           |
| <b>Gross Salary</b> | <b>86,400</b> | <b>1,036,800</b> |
| PF (Employee)       | 0             | 0                |
| ESIC (Employee)     | 0             | 0                |
| Net Take Home       | 0             | 0                |
| <b>Total CTC</b>    | <b>0</b>      | <b>0</b>         |

### Employment Terms

- **Probation Period:** 6 months
- **Notice Period:** 30 days
- **Working Hours:** 9 AM - 6 PM
- **Work Days:** Monday - Friday
- **Contract Duration:** 365 days

Date: September 5, 2025

**HR Manager**

Human Resources

**John Doe**

Candidate

This offer letter is valid for 30 days from the date of issue.

For any queries, please contact HR department.