



# 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.