

# IT Company Offer & Experience Letter System

This document explains how to create an **Offer Letter & Experience Letter Management System** using **PHP, MySQL, and Bootstrap**.

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## ■ 1. Project Folder Structure

```
letter_system/
    ├── config/
    │   └── db.php
    ├── admin/
    │   ├── dashboard.php
    │   ├── add_employee.php
    │   ├── generate_offer.php
    │   ├── generate_experience.php
    │   └── logout.php
    ├── employee/
    │   └── view_letter.php
    ├── templates/
    │   ├── offer_template.php
    │   └── experience_template.php
    ├── assets/
    │   ├── css/
    │   │   └── style.css
    │   └── js/
    │       └── main.js
    └── index.php
    └── login.php
    └── register.php
    └── database.sql
```

## 🔒 4. Login System (Basic)

File: `login.php`

- Admin login
- Session based authentication

Use PHP `$_SESSION` for login security.

## ⤵ 11. PDF Download (Optional)

Use library:

- dompdf
- mpdf

To convert letters into PDF.

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## 🔒 12. Security Tips

✓ Use Prepared Statements ✓ Validate Inputs ✓ Use Sessions ✓ Password Hashing

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## 🔧 13. Features You Can Add

- Admin Panel
  - Digital Signature
  - Auto Email Sending
  - QR Code Verification
  - Letter History
  - Multi-Company Support
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## 📌 14. Workflow

1. Admin Login
  2. Add Employee
  3. Select Employee
  4. Generate Letter
  5. Download / Print
  6. Store Record
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## ✓ 15. Technologies Used

Tool Purpose PHP

Backend

MySQL Database

Bootstrap UI

JS Interactivity

HTML/CSS Layout

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## ☛ Need Help?

You can extend this project for college or company use. Ask if you want:

- Full Source Code
- Admin Panel UI
- PDF System
- Email Integration

I've created a complete guide in the canvas showing:

- ✓ File structure
- ✓ Database design
- ✓ PHP connection
- ✓ Offer & Experience letter templates
- ✓ Generate system
- ✓ Bootstrap UI
- ✓ Future features

If you want, I can now help you with:

- ☛ Full ready-made source code
- ☛ Admin panel design
- ☛ PDF download system ☛
- Email sending feature

# IT Company Offer & Experience Letter System – Manual Summary

This manual explains how to create and use an **Offer Letter and Experience Letter System** using **PHP, MySQL, and Bootstrap**.

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## 1. Project Purpose

This system helps an IT company to:

- Store employee details
- Generate offer letters
- Generate experience letters
- View and print letters
- Maintain records digitally

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## 2. System Requirements

Before starting, make sure you have:

- XAMPP / WAMP / Local Server
- PHP 7+
- MySQL Database
- Web Browser
- Code Editor (VS Code / Sublime / Notepad++)

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## 3. Folder Structure

The project is organized as follows:

- config → Database connection
- admin → Admin panel files
- employee → Employee access files
- templates → Letter templates
- assets → CSS and JavaScript
- index.php → Main page
- login.php → Login page
- database.sql → Database file

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## 4. Database Setup

1. Create a database named: company\_letters
2. Import database.sql file
3. Two main tables are used:

- employees → Stores employee details
  - letters → Stores generated letters
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## 5. User Roles

Admin

- Login to system
- Add employees
- Generate letters
- Manage records

Employee

- View assigned letters
  - Download or print letters
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## 6. Login System

- Admin login uses PHP sessions
  - Username and password are verified
  - After login, admin can access dashboard
  - Unauthorized users cannot access admin pages
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## 7. Employee Management

Admin can:

- Add new employees
- Update employee details
- Set joining and ending date
- Assign designation

All data is stored in MySQL database.

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## 8. Offer Letter Generation

Steps:

1. Admin selects employee
2. System loads employee data
3. Offer letter template is applied
4. Letter is generated automatically
5. Admin can print or save

Offer letter contains:

- Employee name
  - Designation
  - Joining date
  - Company details
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## 9. Experience Letter Generation

Steps:

1. Admin selects employee
2. System fetches working period
3. Experience template is applied
4. Letter is generated
5. Admin can download or print

Experience letter contains:

- Employee name
  - Position
  - Working duration
  - Company signature
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## 10. User Interface (Bootstrap)

- Bootstrap is used for responsive design
  - Forms and tables are styled
  - Mobile and desktop friendly layout
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## 11. Data Storage

- Employee details stored in employees table
  - Letter records stored in letters table
  - Each letter has unique ID
  - All records are retrievable
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## 12. Optional Features

The system can be extended with:

- PDF download system
  - Automatic email sending
  - Digital signature
  - QR code verification
  - Multi-admin support
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## **13. Security Guidelines**

To keep system secure:

- Use prepared statements
  - Validate all inputs
  - Use password hashing
  - Protect admin pages
  - Prevent SQL injection
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## **14. System Workflow**

1. Admin logs in
  2. Adds employee
  3. Selects employee
  4. Generates letter
  5. Saves record
  6. Prints or downloads
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## **15. Maintenance**

- Backup database regularly
  - Update PHP version
  - Check security patches
  - Monitor server performance
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## **16. Technologies Used**

- PHP → Backend
  - MySQL → Database
  - Bootstrap → Design
  - HTML/CSS → Layout
  - JavaScript → Interactivity
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## **17. Conclusion**

This system provides a simple and effective way to manage offer and experience letters digitally. It reduces paperwork, saves time, and improves record management in IT companies.

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## **18. Support**

For further improvements, you can add new modules and features as per company requirements.