

IT Company Offer & Experience Letter System

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

📁 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.

🔒 12. Security Tips

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

🔧 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

☎ 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**.

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
-

5. User Roles

Admin

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

Employee

- View assigned letters
 - Download or print letters
-

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.

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
-

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.

18. Support

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