

Offer Letter – Company ABC

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Date: August 01, 2025

Candidate Name: Tiffany Bradshaw

Position: Operations

Band Level: L5

Location: East Christine

Joining Date: 2025-05-21

1. Appointment Details

We are delighted to offer you the position of Team Member in the Operations team at Company ABC.

This is a full-time role based out of our East Christine office. Your employment will be governed by the terms outlined in this letter and the Employee Handbook.

2. Compensation Structure

Component	Annual (INR)
Fixed Salary	3,268,457
Performance Bonus	362,085
Retention Bonus	148,926
Total CTC	3,779,468

Performance bonuses are disbursed quarterly, subject to performance evaluation.

3. Leave Entitlements (Band L5)

You are entitled to 18 days of paid leave annually, structured as follows:

- Earned Leave: 10 days
- Sick Leave: 6 days
- Casual Leave: 2 days

Leave resets each January. Carry-forward is allowed up to 10 days. All leaves must be applied via HRMS with manager approval.

4. Work From Office Policy (Operations Team)

You are expected to follow a hybrid working model with a minimum of N/A in office (suggested: N/A). N/A

You are eligible for:

- Rs. 1,000/month internet reimbursement
 - One-time Rs. 5,000 home-office setup support
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5. Travel Policy (Band L5)

You will be eligible for official travel as per Band L5 norms:

- Domestic Travel: Economy flights standard
- International Travel: Allowed for conferences and client meetings
- Hotel Cap: Rs. 4,000/night
- Per Diem: Rs. 3,000/day (domestic), USD 60/day (international)

All travel must be approved by your reporting manager and booked via the designated platform.

6. Confidentiality & IP Clause

You are expected to maintain strict confidentiality of all proprietary data, financials, codebases, and client information. All work products created during employment shall remain the intellectual property of Company ABC.

A separate NDA and IP Agreement will be shared along with this letter.

7. Termination & Exit

- Either party may terminate the employment with 60 days' notice
 - During probation (first 3 months), a 15-day notice period applies
 - All company property and access must be returned on final working day
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8. Next Steps

Please confirm your acceptance of this offer by signing and returning this letter via DocuSign within 5 working days.

Upon acceptance, your onboarding buddy and People Ops partner will reach out with pre-joining formalities.

Warm regards,

Aarti Nair

HR Business Partner

Company ABC

peopleops@companyabc.com

