

Offer Letter – Company ABC

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Date

1. Appointment Details

We are delighted to offer you the position of HR in the HR team at Company ABC.

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2. Compensation Structure

Compensation Component	Amount (INR)
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3. Leave Entitlements (Band L3)

You are entitled to 18 days of paid leave annually:

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4. Work From Office Policy (HR Team)

You are expected to follow a hybrid working model with a minimum of 3 days/week in office

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5. ✈ Travel Policy (Band L3)

- Domestic Travel: Economy class

6. Confidentiality & IP Clause

All work products created during employment remain the IP of Company ABC. A separate NDA will follow.

7. Termination & Exit

- 60 days notice by either party

8. Next Steps

Please sign and return via DocuSign within 5 working days. Your onboarding contact will be in touch.

Warn