ADP Private Limited

A red and black logo

Description automatically generated

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008 Ph: +91 40 6757 0000

adp.com

[LocalDate.now()]

Dear ${Name},

Congratulations! We are pleased to extend an offer for you to be a part of ADP.

Please find the offer details below:

**Grade & Position:** ${Role}

**Start Date:** ${DoJ}

**Compensation:** ${Package}

On the date of joining, please report at the Experienced Plaza for documentation and orientation. If this date is not acceptable, please report to me through the email attached at the earliest opportunity.

We are confident you will be able to make a significant contribution to the success of our beloved organization and look forward to working with you.

Sincerely,

Maria White

mariawhite@adp.com

Head of HR

ADP, Hyderabad