

1-36/1, Kotha Geri, Telangana

OFFER LETTER

Date: 10/10/2025

Name: Bharat xyz

Dear Bharat xyz,

We are pleased to offer you a position as a **Software Engineer** with **Amazon IT Solutions**. You will be required to report for work on **21/04/2025** up to which date this offer is valid.

Your total employment Cost to Company will be **INR 2,30,000/- (Two Lakh thirty Thousand Rupees Only)** per annum effective from your date of joining the Company, subject to various deductions as per the company's and government policy.

A copy of your salary break-up is attached herewith as **Annexure II**. Compensation and Benefits information is personal and confidential in nature. We urge you to maintain the confidentiality of your compensation details and not to share it with others.

You will be on probation initially for a period of **6 months (6 months)** from the date of joining. At the end of this probation period, you will be confirmed in the employment of the company on the basis of a satisfactory performance report from your supervisor.

The roles and responsibilities, and other terms and conditions of your employment will be explained and specified in detail in your letter of appointment, which will be given to you post your joining the company.

Your employment with the company and continuance thereof is subject to your successful reference check & medical fitness. In case you fail to meet any of the above, this offer will be deemed as cancelled.

We look forward to seeing you on **21/04/2025** at **10:30 AM**. Please carry the documents listed in Annexure I to complete your joining formalities.

Kindly acknowledge this mail as acceptance of this offer. Wishing you a great career and growth options with **Amazon IT Solutions!**

Yours Sincerely,

For Amazon IT Solutions

Chakravarthy Devarakonda

Manager - Human Resources

ANNEXURE I

The following checklist indicates the documents that you have to submit at the time of joining **Amazon IT Solutions**. Originals and photocopies of the following documents should be produced on the date of joining for verification; the originals would be returned post verification on the same day. Without the submission of the below-mentioned documents, the joining formalities will be deferred.

- Three (3) recent passport size photographs (hard + soft copy)
- 10th mark sheet and certificate
- 12th mark sheet and certificate
- Graduation and Post Graduation certificates (if any)
- Photo ID proof (PAN/Passport/DL)
- PAN & Aadhar copies
- Present and permanent address proof
- Previous company offer letters / Form 16 / last 3 salary slips

Annexure - II

Component	Per Annum (₹)	Per Month (₹)
Basic Wage	92,000	7,667
HRA	69,000	5,750
Special Allowances	23,000	1,917
Travel Allowances	23,000	1,917
Other Allowances	23,000	1,917
Fixed CTC	2,30,000	19,168
Fixed CTC	2,30,000	19,167

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