# Spatial Alphabet - Offer Letter

Dear [Candidate Name],  
  
Congratulations! We are delighted to offer you the role of Senior HR at Spatial Alphabet. Spatial Alphabet is committed to its mission of providing services in Geospatial, Cybersecurity, and Talent Acquisition, and we are excited to have you as part of our journey.

## Role and Responsibilities

As a Senior HR, you will be responsible for the following:  
• Talent Acquisition: Leading recruitment efforts, sourcing candidates, and managing the full hiring process.  
• Employee Engagement: Designing and implementing initiatives to enhance employee satisfaction and retention.  
• Performance Management: Developing and overseeing performance evaluation systems and providing feedback to employees.  
• Policy Development: Creating and updating HR policies to ensure compliance with legal standards and company values.  
• Training and Development: Organizing training programs to enhance employee skills and career development.  
• HR Operations: Managing day-to-day HR functions, including onboarding, benefits administration, and conflict resolution.

## Compensation and Benefits

Your compensation package will range between ₹4,00,000 and ₹6,00,000 per annum, depending on your experience and expertise. The role includes a probation period of 6 months, after which your performance will be reviewed. Additionally, employees will receive ₹1000 per month for using their own laptops.

## Duration and Terms

For this role, the expected duration is Full-time employment. A probation period of 6 months will apply, during which your performance will be reviewed.

## Employee Benefits

As a valued member of Spatial Alphabet, you will enjoy the following benefits:  
• Health Insurance: Comprehensive coverage for you and your family.  
• Employee Engagement: Regular team-building activities and events.  
• Training Programs: Opportunities to learn and grow professionally.  
• Perks & Bonuses: Performance-based rewards and recognitions.

We look forward to your positive response and are excited to work together to achieve great things.  
  
Best Regards,  
Spatial Alphabet