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## **LTC TECH Systems Pvt. Ltd.**

1st Floor, Cyber Towers, Hitech City  
Hyderabad, Telangana – 500081  
Phone: +91-40-12345678 | [www.ltctechsystems.com](http://www.ltctechsystems.com)

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### **Employment Offer Letter**

**Date:** 23 July 2025

**To,**  
Venkatesh Ramakrishna  
D.No. 8-1-101, Pragathi Nagar  
Hyderabad – 500090  
Email: [venkatesh.r@example.com](mailto:venkatesh.r@example.com)

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### **Subject: Offer of Employment at LTC Tech Systems**

Dear **Venkatesh**,

We are delighted to offer you the position of **Software Engineer – Backend Development** at **LTC TECH Systems Pvt. Ltd.** We are confident that your expertise and passion for technology will make a meaningful impact on our journey forward.

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### **Position Details**

- **Job Title:** Software Engineer – Backend
  - **Department:** Engineering
  - **Reporting To:** Mr. Anand Verma, Senior Engineering Manager
  - **Location:** Hyderabad Campus (Hitech City)
  - **Date of Joining:** 5 August 2025
  - **Employee Code:** TN-HYD-2025-0841
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### **Compensation & Benefits**

Your compensation will be structured as follows:

Component	Amount (INR)
Annual CTC	₹9,00,000
Base Salary	₹7,20,000
Performance Bonus	₹90,000
Provident Fund	₹90,000

In addition, you will receive:

- Health insurance coverage for self, spouse & children
- ₹2,000 monthly internet allowance (for remote flexibility)
- ₹40,000 one-time work-from-home setup grant (laptop, desk, chair)
- Access to learning platforms (LinkedIn Learning, Pluralsight, etc.)

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### Work Schedule & Probation

- Working hours: 9:30 AM to 6:30 PM (Monday to Friday)
- You will undergo a **probation period of 6 months**
- Upon satisfactory performance, your employment will be confirmed

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### Terms & Conditions

By joining LTCTech] Systems Pvt. Ltd., you agree to:

- Abide by the company's policies, code of conduct & data security practices
- Participate in background verification prior to onboarding
- Complete the confidentiality and non-disclosure agreement on Day 1
- Comply with intellectual property guidelines governing all work produced during employment

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### Confidentiality & Intellectual Property

All materials, code, prototypes, and designs created during your tenure will be the sole property of LTCTech Systems. You shall not disclose or reproduce any sensitive content without authorization.

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### Termination Clause

Your employment may be terminated by either party with **30 days' written notice**, or salary in lieu thereof, subject to company policy.

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## Acceptance

Please confirm your acceptance of this offer by replying with the signed copy of this letter by **29 July 2025**. We request you to complete your onboarding formalities via the HR Portal (link will be sent separately).

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We are excited to welcome you to TechNova and look forward to seeing the amazing work you'll do with us. Should you have any questions, please contact **hr@lttechsystems.com**.

Warm regards,  
**Ritika Sharma**  
Human Resources Manager  
LTCTech Systems Pvt. Ltd.

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## Acknowledgement by Candidate

I, **Venkatesh Ramakrishna**, accept the terms of this offer letter and confirm my intent to join on the specified date.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Let me know if you'd like to add onboarding instructions, a digital signature box, or stylize it with letterhead graphics for an official-looking PDF! I'm happy to tailor it to your company's personality 🌟