Subject: Offer Letter

Dear Mr./Ms. ………..

We are pleased to offer you a position in our organization ……………*{company name}* as ……………*{designation}*. This offer takes effect from your date of joining …………… which shall not be later than ……………

We would request you report at the following address, ………………………….

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be …………… months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

During probation, the period of notice required for resignation is …………… month on either side. After probation,the period of notice required for resignation is …………… month on either side.

As an employee of ……………, it is likely that you will work on confidential and or proprietary

information related to the operations, products and services of …………… and its clients. To

protect the interests of both …………… and its clients, all employees are required to read and

sign an Employment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the

laws of India.

This offer is valid till ……………. If you do not confirm the acceptance, ……………*{company name}*., has the right to withdraw the offer.

We welcome you to our organisation and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission:

1.Original and copies of educational certificates and mark sheets.

2.Relieving letter & experience certificate from previous employer[s].

3.Salary certificate from previous employer.

4.Original & copy of your passport

5.Three passport size photograph

Your signature at the end of this letter confirms that the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For ……………*{company name}*,

Corporate Head

…………… ……………

NAME NAME

Authorized Signatory Acceptance Signature

**Annexure A - Compensation Details**

**Salary Structure**

|  |  |
| --- | --- |
| Basic Salary |  |
| House rent allowance |  |
| Medical allowance |  |
| Leave travel allowance |  |
| Additional Benefits |  |
| Performance incentive |  |
| PF Contribution |  |
| ESI Contribution |  |
| Stock Option |  |
| Car |  |
| Telephone |  |
| **TOTAL** |  |

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to , and after, deduction of tax at source in accordance with applicable law.