**Indicative offer for A & L Band:**

Dear XXX,

We would like to take the relationship further by making an offer to you to be a part of our growing team at Hinduja Tech.

 We are keen to have you onboard and are pleased to share some of the details of the intended offer. Your compensation will be broadly divided into the Fixed and Variable components at  (88% : 12%) ratio. Variable will be paid 100% every month.

A broad breakup of the compensation is as below :

|  |  |  |  |
| --- | --- | --- | --- |
| **Tentative Indicative CTC** | | | |
| Grand CTC | XXX | Fixed | XX |
| Variable % on Fixed | XXX | Variable | XX |
| Band | XXX | Sub\_Band | XX |
|  |  |  |  |
| **A.      Fixed Compensation** | **Per Month** | **Per Annum** | **Remarks** |
| **Basic salary** | XXX | XXX | 30% of (A) |
| **HRA** | XXX | XXX | 50% of Basic |
| **Flexi Benefit Plan** | XXX | XXX |  |
| **PF Employer Contribution \*** | XXX | XXX | 12% of Basic |
| **ESI (If Applicable)** | XXX | XXX |  |
| **Total (A)** | XXX | XXX |  |
| **B. Total Variable Compensation** | XXX | XXX |  |
| **Variable Compensation/bonus (B)** | XXX | XXX | **#VALUE!** |
| **C. Other Benefits** | XXX | XXX |  |
| **Gratuity\*\*** | XXX | XXX |  |
| **Medical Insurance\*\*\*** | XXX | XXX |  |
| **Total '(C)** | XXX | XXX |  |
| **CTC (A+B+C) (Fixed Pay + Variable Pay + Other Benefits)** | XXX | XXX |  |
|  |  |  |  |
|  |  |  |  |
| **\* 12% of the basic or Rs.1,800 whichever is higher. As per Employees' Provident Funds & Miscellaneous Provisions Act.** | | | |
| **\*\* Gratuity as per the provisions of Payment of Gratuity Act.** | | |  |
| **\*\*\* Group Medical Insurance & Group Life Insurance as per company policy.** | | |  |

Request you to go through the above details and let me know your feedback and concurrence so that we can move forward to issue you a detailed formal offer letter covering the terms of employment.

We look forward to you accepting our offer and coming onboard at the earliest.

My numbers are mentioned on the below signature for your ready reference. We are sure you will find your experience with the Hinduja team a professionally enriching one. Wish you a very long and fruitful association with us.

Regards,

XXXX

**Indicative offer for M Band:**

Dear XXXX,

Greetings from Hinduja Tech,

We would like to take the relationship further by making an offer to you to be a part of our growing team at Hinduja Tech.

We are keen to have you onboard and are pleased to share some of the details of the intended offer.

 Variable compensation is payable as per the company’s policy.

A broad breakup of the compensation is as below :

|  |  |  |  |
| --- | --- | --- | --- |
| **Tentative Indicative CTC** | | | |
| Grand CTC | XXX | Fixed | XX |
| Variable % on Fixed | XXX | Variable | XX |
| Band | XXX | Sub\_Band | XX |
|  |  |  |  |
| **A.      Fixed Compensation** | **Per Month** | **Per Annum** | **Remarks** |
| **Basic salary** | XXX | XXX | 30% of (A) |
| **HRA** | XXX | XXX | 50% of Basic |
| **Flexi Benefit Plan** | XXX | XXX |  |
| **PF Employer Contribution \*** | XXX | XXX | 12% of Basic |
| **ESI (If Applicable)** | XXX | XXX |  |
| **Total (A)** | XXX | XXX |  |
| **B. Total Variable Compensation** | XXX | XXX |  |
| **Variable Compensation/bonus (B)** | XXX | XXX | **#VALUE!** |
| **C. Other Benefits** | XXX | XXX |  |
| **Gratuity\*\*** | XXX | XXX |  |
| **Medical Insurance\*\*\*** | XXX | XXX |  |
| **Total '(C)** | XXX | XXX |  |
| **CTC (A+B+C) (Fixed Pay + Variable Pay + Other Benefits)** | XXX | XXX |  |
|  |  |  |  |
|  |  |  |  |
| **\* 12% of the basic or Rs.1,800 whichever is higher. As per Employees' Provident Funds & Miscellaneous Provisions Act.** | | | |
| **\*\* Gratuity as per the provisions of Payment of Gratuity Act.** | | |  |
| **\*\*\* Group Medical Insurance & Group Life Insurance as per company policy.** | | |  |

Request you to go through the above details and let me know your feedback and concurrence so that we can move forward to issue you a detailed formal offer letter covering the terms of employment.

We look forward to you accepting our offer and coming onboard at the earliest

Regards,

XXXX