



# Offer Letter – Company ABC

Date: August 03, 2025

**Candidate Name:** Martha Bennett  
**Position:** Software Engineer  
**Band Level:** L1  
**Location:** Aimeebury  
**Joining Date:** 02-05-2025

## 🎯 Appointment Details

We are delighted to offer you the position of **Software Engineer** in the **Sales** team at Company ABC. This is a full-time role based out of our **Aimeebury** office. Your employment will be governed by the terms outlined in this letter and the Employee Handbook.

## 💰 Compensation Structure

Component	Annual (INR)
Fixed Salary	₹411477
Performance Bonus	₹60657
Retention Bonus	₹22227
Total CTC	₹494361

Performance bonuses are disbursed quarterly, subject to performance evaluation.

## 📅 Leave Entitlements

Violations of the leave or WFO policy may result in:

- Leave deduction from future entitlement
- Performance warning for repeated absenteeism
- Escalation to HRBP and skip-levels for continued non-compliance



## 🏢 Work From Office Policy

Company ABC believes that employee well-being is foundational to high performance. This policy is designed to provide employees with clarity on:

- Leave entitlements and types
- Guidelines for applying, tracking, and managing leaves
- Expectations on work from office (WFO) across functions

- Hybrid flexibility and behavioral norms while remote

The policy promotes trust, autonomy, and accountability—balancing personal flexibility with operational discipline.



## Travel Policy

- All business travel must be approved via the Travel Request Module on the HRMS.
- Approval hierarchy depends on band and travel type.
- Emergency travel can be approved retrospectively with a written justification.



## Confidentiality & IP Clause

You are expected to maintain strict confidentiality of all proprietary data, financials, codebases, and client information. All work products created during employment shall remain the intellectual property of Company ABC.

A separate NDA and IP Agreement will be shared along with this letter.



## Termination & Exit

- Either party may terminate the employment with 60 days' notice
- During probation (first 3 months), a 15-day notice period applies
- All company property and access must be returned on final working day



## Next Steps

Please confirm your acceptance of this offer by signing and returning this letter via DocuSign within 5 working days.


Upon acceptance, your onboarding buddy and People Ops partner will reach out with pre-joining formalities.

Warm regards,

**Aarti Nair**

HR Business Partner

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 [www.companyabc.com](http://www.companyabc.com)