



# Offer Letter – Company ABC

**Date:** July 28, 2025  
**Candidate Name:** Jane Doe  
**Position:** Software Engineer  
**Band Level:** L3  
**Location:** Bangalore  
**Joining Date:** August 12, 2025

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## 1. 🎯 Appointment Details

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

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## 2. 💰 Compensation Structure

Component	Annual (INR)
Fixed Salary	15,00,000
Performance Bonus (10%)	1,50,000
Retention Bonus (2 Years)	1,00,000
<b>Total CTC</b>	<b>17,50,000</b>

Performance bonuses are disbursed quarterly, subject to performance evaluation.

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## 3. 🌂 Leave Entitlements (Band L3)

You are entitled to **18 days of paid leave annually**, structured as follows:

- **Earned Leave:** 10 days
- **Sick Leave:** 6 days
- **Casual Leave:** 2 days

Leave resets each January. Carry-forward is allowed up to 10 days. All leaves must be applied via HRMS with manager approval.

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#### 4. **Work From Office Policy (Engineering Team)**

You are expected to follow a **hybrid working model** with a **minimum of 3 days/week in office** (suggested: Monday, Tuesday, Thursday). Exceptions for full-remote during sprints may be approved by your manager.

You are eligible for:

- Rs. 1,000/month internet reimbursement
  - One-time Rs. 5,000 home-office setup support
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#### 5. **Travel Policy (Band L3)**

You will be eligible for official travel as per Band L3 norms:

- **Domestic Travel:** Economy flights standard
- **International Travel:** Allowed for conferences and client meetings
- **Hotel Cap:** Rs. 4,000/night
- **Per Diem:** Rs. 3,000/day (domestic), USD 60/day (international)

All travel must be approved by your reporting manager and booked via the designated platform.

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## 6. 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.

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## 7. 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
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## 8. 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.

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Warm regards,

**Aarti Nair**

HR Business Partner

Company ABC

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