



# Offer Letter – Company ABC

Date: August 03, 2025

**Candidate Name:** Christopher Higgins  
**Position:** Software Engineer  
**Band Level:** L3  
**Location:** New Amanda  
**Joining Date:** 12-05-2025

## Appointment Details

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

## Compensation Structure

Component	Annual (INR)
Fixed Salary	₹1405700
Performance Bonus	₹178939
Retention Bonus	₹95532
Total CTC	₹1680171

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

- All employees are expected to acknowledge and accept this policy during onboarding
- The latest policy version is always available on the HRMS > Policy Center
- For assistance, contact [travel@companyabc.com](mailto:travel@companyabc.com) or your HR Business Partner



## Travel Policy

Company ABC values purposeful, efficient, and safe business travel. This policy outlines the rules, processes, and entitlements governing domestic and international travel undertaken by employees for business purposes, including client meetings, conferences, offsites, and inter-office collaboration.

The policy ensures:

- Operational clarity on entitlements across bands
- Consistency in travel experience across the organization
- Compliance with internal audit and financial governance
- Employee safety and well-being during travel

This policy applies to all full-time employees, including those on probation or temporary assignment, and is mandatory unless stated otherwise.



## 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



peopleops@companyabc.com



www.companyabc.com