Offer Letter

**Date-DD/MM/YY**

**Name: XXXX**

**Dear XXXX**

We are delighted to offer you the position of “**XXXX**” with **DigiSprint Solutions**. Your base location would be **XXXX .**

We at **DigiSprint** firmly believe that we will be able to provide you with a challenging and productive work environment that will allow you to excel and grow professionally and personally. We are confident that **DigiSprint** will be strengthened by your contribution and dedicated service. **DigiSprint** is a merit-based organization that aims to provide a fun-filled atmosphere with a strong emphasis on excellence, teamwork, and personal fulfillment. We expect that you will contribute towards building and maintaining a great organizational culture with your thoughts, ideas and actions.

As an acceptance of the offer, please sign and return a copy of this offer letter by **DD/MM/YYYY**, so that we can make the necessary arrangements to onboard you. Listed below are the principal terms & conditions of your employment.

1. **Date of Commencement of Employment**

Your appointment is effective from the date of joining, which is on **XXXX, DD/MM/YYYY**

1. **Compensation**

Your CTC will be **Rs. XXXX** (**XXXX in words) per annum .**

**Compensation Package Details:**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Per Annum** | **Per Month** |
| Basic Salary |  |  |
| HRA |  |  |
| Transport |  |  |
| Other Allowances |  |  |
| Annual Variable Pay |  |  |
| **Gross CTC** |  |  |
| **Less Deductions** |  |  |
| Employees Contribution to PF |  |  |
| Employer’s Contribution to PF |  |  |
| **Total Deductions** |  |  |
| **Net Pay** |  |  |

\* **TDS will be deducted as per provisions of income tax act & other statutory requirements**

1. **Probationary Period**

Your probation period will be for a period of two months, from the date of joining the Company. Based on your performance and conduct you will be entering into regular employment stream.

1. **Increments and Promotions**

Your growth, salary and bonus will be reviewed on a yearly basis as per the company policy. Your Increments are discretionary and will be subject to and on the basis of effective performance and results.

1. **Notice Period & Termination of Service**

You will be required to give 2 months’ notice in case you decide to leave our services, subject to the Company’s discretion; in the event of you having any in complete assignment, the company will have the discretion to relieve you only at the end of the 2-month notice period, Similarly, the Company can terminate your services by giving you 2 months’ notice or salary thereof. The notice period during the probation period is 1 month.

1. **Joining Formalities**

A formal Letter of Appointment will be issued to you at the time of onboarding. Please note that your official appointment is subject to third party background verification checks, which includes but not limited to verification of your references and character certification from your previous employer. At the time of joining, please produce copies of the following documents. Also, carry the original certificates for verification by our HR team.

* Educational Certificates
* Proof of Prior Employment(s) & Relieving Certificate
* Last drawn pay slip (if applicable)
* Copy of any proof of address
* Passport Size Photographs (2)

1. **Other Terms and Conditions**

All employees are required to comply with **DigiSprint’s** policies which include those, related to non-discrimination, sexual harassment, confidentiality, board membership and inside information etc. Upon joining you will be required to sign certain documents such as employee agreement etc. The employee agreement provides a statement of basic standards of behavior and expectations central to **DigiSprint’s** values.

In case of failure to complete your duties as referenced above or if we do not receive confirmation of your acceptance within three (3) days from receipt of this letter, this offer letter stands automatically cancelled and withdrawn. **DigiSprint** has the rights to rescind the offer at any given point of time before your joining date.

The above-mentioned terms of your offer letter will not be changed / deemed to be changed unless they are communicated to you in writing by authorized signatories.

We look forward to a mutually rewarding, long and fruitful association with us.

Yours Sincerely,

**Shilpi Popli**

**Director - HR,**

**DigiSprint Solutions Pvt Ltd.**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

Date : DD/MM/YYYY

Signature : XXXX