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**admin**  
Super Admin

Logout



## BASIL ENTERPRISES

Omega Trade centre, Opp City  
Hospital  
Mukkam road, Thiruvambady  
Kozhikode DT Kerala, India -  
676101

GSTIN: 32AEYPA3249P1Z0

Mob: 9961 282 899

L-L: 0494 242 5702

To 19/12/2025

Mr. HP

Ph: 9946545535

Email: hp@gmail.com

**Subject:** Offer of Employment for the Position of DEVELOPING

Dear HP,

We are pleased to offer you employment with Basil Enterprises for the position of **DEVELOPING** in our IT DEPARTMENT Department. Your skills and experience are a valuable addition to our team.

Your appointment will be governed by the terms and conditions detailed in your employment contract and company policies. The key details of your offer are as follows:

• • **Position:** DEVELOPING










Basic Pay	15000.00
Dearness Allowance (DA)	1000.00
House Rent Allowance (HRA)	500.00
Conveyance Allowance	1050.00
Special Allowance	100.00
<b>Total Gross Earnings</b>	<b>17650</b>

- Probation Period:** You will be on probation for a period of six (6) months from your date of joining.
- Working Hours:** As per company norms
- The leave calendar is from April to March of a year.
- The organization provides 12 Paid Leaves (PL) for its regular employees.
- Paid Leaves can be taken after the completion of probation period and on confirmation.
- 3 days per year; sick leave may be availed on medical grounds with supporting medical certificate. For ESI-covered staff → no statutory sick leave required.
- Proposed Joining Date:** You are requested to confirm joining date within 5 days from the date of this offer letter.

We look forward to your positive response and to welcoming you to our team.

Please sign and return a copy of this letter to indicate your acceptance of this offer.



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**admin**  
Super Admin

MYOMEGA-HRMS

Yours sincerely,

\_\_\_\_\_  
**For Basil Enterprises**  
HR Department

I accept the above terms and conditions

\_\_\_\_\_  
**HP**  
Date: \_\_\_\_\_

www.myomega.in - email: hr@myomega