



**ManpowerGroup Services India Pvt Ltd.**

Metro Pillar Number 98, Vatika City Point, 6th Floor,  
Mehrauli-Gurgaon Rd, Sector 25,  
Gurugram, Haryana 122002  
CIN: U74910DL1997PTC085591  
Tel: +91 – 124 - 6795400  
www.manpowergroup.com

**Date: January 20, 2024**

**Date:** January 20, 2024

**Name:** John Doe

**Location:** Gurgaon

**Subject:** OFFER FOR FIXED TERM CONTRACT

Dear John Doe,

Congratulations on your new assignment with Manpower services.

With reference to your appointment with ManpowerGroup Services India Pvt Ltd., we have pleasure in offering you the position of **Senior Software Engineer** at ABC Technologies. In this regard you will be based at Gurgaon. The detail of the offer is as follow.

Start date of Assignment : February 1, 2024  
End date of Assignment : January 31, 2025  
CTC : INR 12,00,000

Any statutory dues like PF, ESI, Bonus etc, if applicable, will be Paid / Deducted as per law.

All taxes will be deducted as applicable by law.

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If you wish to accept this offer, kindly send the accepted copy of the same along with a copy of your accepted resignation letter or relieving letter (if applicable). In case the signed acceptance and required documents are not received by Manpower within 7 days of the offer date, Manpower at their discretion reserve their right to treat this offer as withdrawn automatically without further notice.

ManpowerGroup Services India Pvt Ltd.

**Ravi Kumar**

**Ravi Kumar**

Authorized Signatory

*Accepted By*

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Offer Accepted Signature

## Annexure

Salary Structure	Particulars	%	Gurgaon	Amount (Rs.)
				NEW SS
Basic	Provide			45,000
HRA	50.00%			22,500
Bonus	Annually			3,750
Other Allowance	76.66%			28,750
EPF Contribution	Yes			5,400
PF Admin Charges				1,200
EDLI Charges				650
LWF Contribution				120
Insurance Charges	Yes			0
TOTAL CTC				1,07,370
for Employee				
Gross Salary				1,00,000
EPF Deduction				2,238
LWF Deduction				34
Take Home Salary (Pre -PT)				97,728
P.Tax as applicable in state				2,500
TAKE HOME				95,228