

Date:

Subject: Offer Letter for Employment

**Mob:**

**Mail:**

**Dear**

With reference to your application and the subsequent discussions we had with you, we are pleased to offer you the position of \_\_\_\_\_ with our company. You will be posted

At \_\_\_\_\_ and your date of joining would be

You will be placed at: Rigved Infotech Pvt Ltd; however, your services are transferable to any location of the company or client site as and when required.

Your annual compensation package set at INR \_\_\_\_\_/-  
( )

The detailed salary break up is given in the attached **Annexure A**

Your employment will be in accordance with the rules, regulations, and policies of the company from time to time.

This offer of employment is conditional upon your being medically fit and free from any contractual restrictions that may preclude you from accepting employment with us and passing our background verification checks. This offer of employment is valid for \_\_\_\_\_ working days by which date, we hope you will send your acceptance of this offer via email. We look forward to your joining the **RIGVEDIT** family and hope you have a rewarding and successful career with us.

**Name:**

**Yours faithfully**

Rigved Infotech Private limited  
**Dr. Nitin Pitty**  
Director

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**RIGVED INFOTECH PVT. LTD.**

Unit No. 405/406, Building-2, Sector-1,  
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 info@rigvedit.com

## Annexure I

**Compensation:**

<b>Employee Name</b>	
<b>Location</b>	
<b>Band</b>	
<b>Grade</b>	
<b>Designation</b>	
<b>PF Applicability</b>	
<b>Annual Compensation (INR)</b>	

<b>Compensation Components</b>	<b>Annually (INR)</b>	<b>Monthly (INR)</b>
Basic		
HRA		
Statutory Bonus		
National Pension Scheme (NPS) (Optional)		
Voluntary Provident Fund (VPF) (Optional)		
Reimbursable Flexible Benefits (Table A)		
Special Allowance		
<b>Total Fixed (A)</b>		
<b>Variable Pay (B)</b>		
<b>Net Salary C=(A+B)</b>		
Provident Fund (Employer Contribution)		
ESIC (Employer Contribution)		
Gratuity		
Insurance Coverage		
<b>Total Benefits (D)</b>		
<b>Total Compensation E=(C+D)</b>		
Provident Fund (Employee Contribution)		
ESIC (Employee Contribution)		
Profession Tax		
<b>Total Deductions from Fixed Salary</b>		

1. Please note that the employees are expected and are responsible to visit the link <https://rigvedit.ascentpayroll.net> from time to time to keep themselves updated on the amendments in the applicable policies.
2. Tax Deduction at Source / Income Tax will be deducted as applicable as per prevailing Govt. Rules and Regulations.

**Additional Benefits:**

- Gratuity is payable as per the company policy under the Payment of Gratuity Act 1972.

**Table A: Reimbursable Flexible Benefits**

Reimbursable Flexible Benefits	Annually (INR)	Monthly (INR)	Remark	Declaration / Proof required
Child Education Allowance	2,400	200	1200/child, Max 2 Child	Based on declaration, Proof to be submitted
Child Hostel Allowance	7,200	600	2400/child, Max 2 Child	Based on declaration, Proof to be submitted
Leave Travel Allowance	50,000		Capped at 50,000 Annually	Against Proof
Books, Periodicals, Self-Certification	50,000		Capped at 50,000 Annually	Against Proof
Sodexo / Meal Coupon	26,400	2,200	2200/Month (100 per Working Day)	Based on declaration, Proof to be submitted
Fuel Car Reimbursement	21,600	1,800	1800 / Month	Based on declaration, Proof to be submitted
Driver Reimbursement	10,800	900	900 / Month	Based on declaration, Proof to be submitted
Mobile Reimbursement	15,000	1,250	1250 / Month	Based on declaration, Proof to be submitted
<b>TOTAL</b>	<b>1,83,400</b>			

