

OFFER LETTER

MICROSOFT INDIA
A Leading Technology and Innovation Company

Date: December 19, 2025

To,

Omnik Nema
[Address not provided]
Hyderabad, Telangana

Dear Omnik Nema,

We are pleased to offer you a position in our esteemed organization, **Microsoft India**. We believe your skills, experience, and professional attributes make you an excellent fit for our team. We look forward to a mutually beneficial relationship.

POSITION OFFERED

We are delighted to offer you the position of **Software Engineer** in the **IT Department**, reporting to the respective departmental head. Your role will involve key responsibilities in software development, system design, and technology implementation.

COMPENSATION PACKAGE

Your comprehensive annual compensation package, effective from [Joining Date], is structured as follows:

Component	Amount (INR)
Basic Salary	53,255
House Rent Allowance (HRA)	21,302
Transport Allowance	3,539
Medical Allowance	2,871
Other Allowances	6,818
Monthly Gross Salary	87,785
Estimated Annual CTC	10,53,420

Deductions

The following statutory and employee-mandated deductions will apply:

- Provident Fund (PF): INR 6,390
- Professional Tax: INR 200
- Tax Deducted at Source (TDS): As per applicable tax laws
- **Estimated Monthly Net Pay: INR 76,693**

TERMS AND CONDITIONS

1. **Employment Nature:** Your employment is at-will and subject to all applicable labor laws and company policies.
2. **Probation Period:** You will be on a probation period of **6 months** from your date of joining, during which your performance will be reviewed.
3. **Working Hours:** Standard working hours are 09:00 AM to 06:00 PM, Monday through Friday, with applicable breaks as per company policy.
4. **Leave Policy:**
 - Casual Leave: 10 days per annum
 - Sick Leave: 8 days per annum
 - Paid Annual Leave: 12 days per annum
 - All leaves are subject to company policies and departmental requirements
5. **Confidentiality:** You shall maintain strict confidentiality regarding all company information, client data, and proprietary knowledge.
6. **Code of Conduct:** You must adhere to the company's Code of Conduct and all applicable compliance policies at all times.
7. **Non-Compete Clause:** As an employee of Microsoft India, you shall not engage in any competing business or organization during your employment or for 12 months post-employment without prior written consent.
8. **Relocation:** Should your position require relocation in the future, the company will provide reasonable support and allowances as applicable.

BENEFITS

- Health Insurance: Comprehensive medical coverage (self + dependents)
- Life Insurance: Group life insurance coverage
- Wellness Program: Company-sponsored wellness initiatives
- Professional Development: Training and skill enhancement opportunities
- Learning and Development: Access to Microsoft training platforms and certifications
- Flexible Work Arrangements: Subject to departmental requirements

REPORTING AND BANKING DETAILS

For salary disbursement, please provide the following verified banking information:

- Bank Name: HDFC Bank
- Account Number: 1234567890
- IFSC Code: HDFC0001234
- Account Type: Savings

Salary shall be credited to the above account on or before the last working day of each month.

JOINING PROCESS

1. Please report to the HR Department on your joining date with the following documents:
 - Original and photocopy of identity proof (Aadhar: 1111 1111 1111)
 - PAN Card (PAN: ABCDE1234A)
 - Educational qualification certificates
 - Address proof
 - Relieving letter from previous employment (if applicable)
 - Medical fitness certificate
2. Your Employee ID is **MSFT35392**, which will be used for all official communications.
3. Please complete the mandatory orientation and training programs as scheduled by the HR Department.

ACCEPTANCE OF OFFER

This offer is valid for **7 days** from the date of this letter. Please confirm your acceptance in writing and submit the necessary documentation within this period.

In case of any clarifications or queries, please contact the Human Resources Department.

DECLARATION

We are confident that you will be a valuable addition to our team at Microsoft India. We believe in fostering a collaborative, professional, and growth-oriented work environment that encourages innovation and excellence. We welcome you aboard and look forward to your contributions.

This offer letter constitutes the entire agreement between you and Microsoft India and supersedes all prior negotiations, representations, or agreements.

Yours sincerely,

On behalf of Microsoft India

[Authorized Signatory Name]

[Designation]

Microsoft India

Date: _____

ACKNOWLEDGMENT

Employee Signature: _____ **Date:** _____

Employee Name: Omnik Nema

Employee ID: MSFT35392

I hereby acknowledge receipt of this offer letter and accept the terms and conditions mentioned therein.

This is a synthetic document created for reference purposes based on payslip details.