

(Name of the Organization)

OFFER LETTER

Date: _____

Employee Name

Address 1

Address 2

City Pin code

Dear **(Employee Name)**,

This letter is to offer you a position with the Company. It is with great pleasure that we offer you the position of **Position Title**. You will be based in Mumbai and report to the Manager position title. Your place of work will be "City name".

Based on your capabilities and accomplishments, I believe that your talents will not only benefit the Company name but also that our mutual relationship will assist you in reaching your personal and professional goals.

Your detailed compensation plan will be given to you at the time of joining. Your compensation will be Rs. In figures (Rs in words Only) per annum (CTC). Your compensation will also include Insurance (if applicable), Casual, Sick and Privilege leave and other benefits as per corporate policy.

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I am anticipating that you will accept this offer by the date (7 days from the offer). Upon joining, you will be required to sign an “Employment Agreement”. You will also be required to submit the following documents on the date of your reporting:

- a. Copy of PAN Card
- b. Aadhaar card
- c. Two passport-sized photographs.

You will be on probation for six months from the date of your joining. Your services will be confirmed in writing after the successful completion of your probation period. The probation period may be extended if your performance does not meet expectations.

Please indicate your acceptance of this offer by signing one copy of this letter in the space provided below. The additional copy is for your files.

(Candidate Name), I am eagerly looking forward to having you join our team. Should you have any questions, please do not hesitate to contact me.

Sincerely:

For Company Name:

Name of concerned person:

Title:

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I accept this action as outlined above and confirm that my start date is:

Signature:

Name:

Date:

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Annexure to the offer letter dated ... Of the name of the candidate for the position of position title at place office.

COMPENSATION LETTER			
The Employee shall be entitled to receive compensation following the terms outlined in this Compensation Letter for all the services of every nature rendered and to be rendered by the Employee in connection with his employment with the Company as laid down in this Agreement in India. The Employee shall be bound by the terms and conditions outlined in this Agreement			
Company name			
CTC Breakup (With PF)			
Name Of Employee :			
Designation			
Level			
Date of Joining :			
Sr. No.	Particulars	Amount (Monthly)	Amount (Yearly)
1	Basic Salary		
2	House Rent Allowance		
3	Conveyance Allowance		
4	Medical reimbursement		
5	Special allowance		
Monthly Gross			
6	Medical reimbursement (Quarterly)		

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7	Leave Travel Allowance		
8	Provident Fund (Employer Contribution)		
Annual Gross			
10	Gratuity (Payable after five years' service)		
Cost to Company			
Other Benefits	As applicable		

Please Note - it is now mandatory for the companies to take the consent of the female employees to work night shifts. **(New Labour Law Code 2022)**