

**\*\*OFFER\_LETTER\_DATE\*\***

**\*\*JOB\_APPLICANT\_FULL\_NAME\*\***

**\*\*JOB\_APPLICANT\_ADDRESS\_LINE\_1\*\***

**\*\*JOB\_APPLICANT\_ADDRESS\_LINE\_2\*\***

**\*\*JOB\_APPLICANT\_POST\_CODE\*\***

## **APPOINTMENT LETTER**

Dear **\*\*JOB\_APPLICANT\_FIRSTNAME\*\***,

With reference to your application and the subsequent discussion you had with us, we are pleased to appoint you as **\*\*POSITION\_APPLIED\_FOR\*\*** in our estimated organization. As part of the arrangement, you would be deputed to any other subsidiary / affiliated companies / divisions wherever the company may deem fit.

### **Compensation**

Your emolument structure will be in line with the policy being followed at **\*\*BRAND\_NAME\*\***. Details of the pay structure is placed at **Annexure 1**.

Appropriate amounts will be deducted as per the provisions of the law including Income Tax and other applicable deductions will be paid to respective statutory agencies as per applicable laws. Compensation payments covering allowances, reimbursements etc. will be payable along with the relevant month's salary as and when it falls due.

### **Employment Term**

Your employment will be governed by the rules, regulations and policies of the company as may be in force from time to time. In order to ensure smooth project transition and continuity, you will be required to commit yourself for employment at **\*\*BRAND\_NAME\*\***.

### **Acceptance and Date of Joining**

The date of commencement of your employment would be the day of reporting at our office on **\*\*JOINING\_DATE\*\***.

This offer is contingent upon your acceptance by immediate mail and also signing copy of this employment offer and related Non-Disclosure agreement within 2 days from the date of issue and on successful completion of background and database verification.

### **Documents**

Please provide the following documents on or before commencement of employment.

1. Photocopies of requisite qualification proof with originals for verification.
2. Address Proof
3. Photo Identity Proof
4. Two Passport size photographs

**\*\*BRAND\_NAME\*\*** is committed to the success of our clients and our Employees who serve them. We

value and respect our employee's judgment and try to accommodate their wishes as much as possible. We fully expect them to be satisfied both professionally and personally with us.

Congratulations and best wishes for successful career at **\*\*BRAND\_NAME\*\***.

Sincerely,

For **\*\*BRAND\_NAME\*\*** .

**\*\*AUTHORISED\_PERSON\_NAME\*\***

**\*\*AUTHORISED\_PERSON\_POSITION\*\***

Accepted the above terms and Conditions:

Name : **\*\*JOB\_APPLICANT\_FULL\_NAME\*\***

Date : **\*\*JOINING\_DATE\*\***