

Date: 01-Oct-2022

Offer Letter

To,  
**Ritu Trivedi,**  
**Subject:** Offer Letter

Dear **Ritu,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as “**Recruiter Executive**”.

As per our mutual discussion, your annual CTC for this position will be Rs. 1,80,000 and your detailed salary structure is mentioned in Annexure 1.

You are expected to join on **03-Oct-2022**. In case you do not report for duty on the above-mentioned date this offer stands cancelled. It is presumed that the facts furnished by you in your resume/bio-data and during the interview are correct and free from any ambiguity.

This Offer stands “**void ab-initio**” for any willful and/or false information provided in the same.

Please confirm your acceptance on above offer by signing this offer letter.  
We look forward to welcoming you on-board.

With Best Wishes,

*Varsharani*

**Varsharani Rote**  
HR Administrator  
**Coppergate Consultants Private Limited**

**Annexure 1**

<b>Components</b>	<b>Amount</b>
Basic	7500
HRA	3750
Others	2525
<b>Employee Gross (A)</b>	<b>13775</b>
PF (Employee) @ 12%	900
ESIC (Employee) @ 0.75%	103
LWF	2
PT	200
<b>Employee Contribution</b>	<b>1205</b>
<b>Net Salary</b>	<b>12570</b>
PF (Employer) @ 12%	900
PF Admin (Employer) @ 0.5%	38
PF Edli (Employer) @ 0.5%	38
ESIC (Employer) @ 3.25%	244
LWF	6
<b>Employer Contribution</b>	<b>1225</b>
<b>Gross CTC</b>	<b>15000</b>

Acceptance,

Name: \_\_\_\_\_

Signature:

Date: \_\_\_\_\_