

Date:

ABC (Name),

Address_____

Mobile: 989_ _ _ _ _

Dear ABC,

Sub: Offer for appointment as an (Designation)

We are pleased to convey that we have decided to give you an offer to join as an _____ (designation) in the _____ team / SBU based in _____ (city / town).

You will be required to join services latest by DD-MM-YYYY. A detailed appointment letter will be given to you on the day you join.

Kindly confirm your acceptance of the offer by returning a copy of this letter duly acknowledged as accepted.

Before you join, you will be required to submit the following documents:

- ❖ 4-passport size photographs
- ❖ 2 Telephone bill/ Electricity bill /driving license/ Passport copies.
- ❖ 2 PAN cards Xerox copies (If you do not have the same apply for the same and get the acknowledgement)
- ❖ Xerox copies of Mark Statements (SSC, HSC, Graduation & post graduation)
- ❖ 2-reference letters
- ❖ Relieving letter/ Resignation letter from previous organization with in 10 days of your receipt of this offer letter
- ❖ Proof of last salary paid
- ❖ Recent copy of resume
- ❖ Blood Group
- ❖ IT Declaration form (attached). Please fill in the details of your investment and get the hard copy of the same along with you.
- ❖ You are required to send us a copy of your resignation acceptance letter within 7 days of receipt of this offer letter
- ❖ As a part of the joining formalities, the Company may, at its discretion, conduct background checks to validate the details of education as well as previous employment details furnished by you. In addition, the company may, at its discretion conduct background checks on your identity, address provided & criminal records. In the event that the background check raises any concerns regarding your details, the Company reserves the right to ask you for further evidence, to substantiate the details that you have provided to the company. If you are not able to substantiate these details to the satisfaction of the Company, the Company reserves the right to take appropriate action against you, including, but not limited to, termination of your employment.

Kindly carry the original documents for verification purposes on the day of documentation.

All documents should be made available on day one, failing which the documentation date c/would be postponed.

We look forward to a long, fruitful and rewarding association.

Yours truly,

For, NAME OF THE ORGANIZATION,

Sd/-

ABC (Name)

Designation / Authorized person

SAMPLE ANNUAL SALARY STRUCTURE	YEAR	201_
Name of the Associate:		
Total CTC = Rs.	6,25,000	
	Monthly	Annual
Fixed CTC	52,083	6,25,000
Breakup as follows:		
Basic	15,625	1,87,500
HRA	7,813	93,750
Food Coupons	0	0
General Allowance	16,000	1,92,000
Transport Allowance	1,800	21,600
Sub total	49,083	5,89,002
Less: PF	1,875	
Less: Professional Tax (As applicable)	200	
Less: Deduction		
Take Home before Tax	47,208	
Periodic Payments:		
GPA		1,461
Bonus		15625
Employers PF		22,500
Sub Total Periodic Payments		35,998
GRAND TOTAL		6,25,000