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# Your Company

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July 27, 2025

## Rahul Bajaj

Recruitment Consultant  
The Penshaw Medical Center  
77 Satya Giri Complex, Phalke Road  
Mumbai, Maharashtra 8754

Dear [Candidate]

On behalf of [Company Name], it is my pleasure to formally confirm our offer to you to join [Company Name] as a Senior Software Developer, based in our [Office Location] Office, starting on Monday, 31st May, 2022 or an alternate date acceptable to [Company Name]. This offer and the opportunity are extended to you with great confidence in your ability. We are excited about the possibility of you joining the [Company Name].

This offer and, if you accept, your subsequent employment are contingent upon you obtaining and Maintaining the requisite personnel security clearance for this position. Your salary will be at the annual rate of Rs 6,75,000.00, payable in Monthly instalments, on alternating. Months end, less applicable taxes and deductions. You will also receive periodic performance and compensation reviews in accordance with [Company Name] administrative practices. Typically, compensation reviews are conducted in August of each year.. Among other factors, [Company Name] performance, your individual performance, the portion of the fiscal year you worked, market conditions, and your compensation relative to your peers, are all considered in compensation reviews. You will also receive such benefits as are generally accorded to [Company Name] employees, subject to [Company Name] policies and any applicable terms and conditions of [Company Name] plans as they may be amended from time to time.

In compliance with applicable laws, [Company Name], India provides its professionals with home pick-up and drop transport services if their shift timings are of Night Shift. In [Company Location], the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is Rs2,000 deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

You will maintain confidentiality of the information you will have access to - both during and after the completion of the assignment. Upon your reporting, you will be informed of your guide and program scope. To accept the offer and the terms of this letter, please sign below in the space provided within 3 business days.

We look forward to you joining our team.

Sincerely,  
HR Name  
HR Designation  
HR Department  
[Company Name]