

\*AutoNo\*

DATE: \*ProcessDate\*

\*Salutation\*. \*Employee Name\*

\*Address1\*

\*Address2\*

\*City\*-\*Pincode\* \*State\*

Dear \*Salutation\*. \*Employee Name\*

**Sub: Offer for –**

This refers to your application and subsequent interview you had with us; we are pleased to give our Offer letter to you as \*Designation\* placed at \*Location\* in our organization with the following terms and conditions effective from \*Proposed DOJ\* and enclosed here with salary CTC details. If you are accepting this offer, you will report to \*ManagerSalutation\*. \*ReportingManager\*

You will be getting the salary package and designation as per the details below:

Designation : \*Designation\*

Grade : \*Grade\*

Placed at : \*Location\*

	Existing	Revised
Particulars	RS.Per month	RS.Per month
Salarycomponent:		
Basic	*Basicvalue*	*BasicAnnual*
Hra	*HRAvalue*	*HRAAnnual*
Specialallwonce	*Special Allowancevalue*	*Special AllowanceAnnual*
Conveyance	*Conveyancevalue*	*ConveyanceAnnual*
Medical Allownace	*Medical Allowancevalue*	*Medical AllowanceAnnual*
Gross Salary(A):	*Totalvalue*	*TotalAnnual*
-	-	-
EmployerContribution:		
PF13%	*PFvalue*	*PFAnnual*
ESI4.75%	*ESIvalue*	*ESIAnnual*
Subtotal(B):	*SubTotalvalue*	*SubTotalAnnual*

-	-	-
TotalCtc [(A)+(B)]:	*GrandTotalvalue*	*GrandTotalAnnual*
-	-	-
Less Deductions:		
Less Deductions:		
Employee contribution pf :	*EmployeeContributionPFvalue*	*EmployeeContributionPFAnnual*
Employee contribution ESI:	-	-
Professional tax:	*PTvalue*	*PTAnnual*
Total dedcutions (c):	*TotalDeductionvalue*	*TotalDeductionAnnual*
-	-	-
Net pay before tax [(A)-(C)]	*GrossDeductionDifferencevalue*	*GrossDeductionDifferenceAnnual*

- You will be eligible for Ex-gratia as per norm.
- You will be eligible annual leave travel allowance Rs.
- Company will contribute towards your provident fund the prevailing rate of employers contribution
- You will also be eligible for incentive based on Company's performance and your contribution on quarterly basis.

You will be in a probation period for ..... month from your date of employment. Your service will be confirmed in writing on the satisfactory completion of the probation period. Till you get the confirmation letter your probation shall be deemed to be extended.

You will be eligible for a salary revision after a period of 12 continuous working months with the company, subject to appraisal by the management. However, in-case the completion of said 12 months happens beyond the mid-way (October onwards) of the Financial Year (April-March), then eligibility for revision will be on commencement of the succeeding Financial Year

Yours services are liable to be transferred / deputized to any of our branch office or any other establishment / concern forming either part of our organization or in which the company is substantially interested, whether such establishment / concern exists at present or may be set up in future anywhere in India.

You will keep all the information reposed to your trust in full confidence and will not divulge the company's information, policies and trade secrets to anyone

You will not indulge in any activities which may be in the discretion of the management/ company, amounts impediments in faithfully discharging the duties.

You will devote your entire time and attention exclusively to the duties entrusted to you and will not engage or undertake, directly or indirectly, to work for any person or company in any capacity whatsoever. You will not join any course of study without the written permission of the management.

In case of dereliction in performance of your duties, indiscipline or insubordination, your services are liable to be terminated forthwith without any notice and compensation.

You shall strictly follow the safety norms prescribed by the company. Ref: Safety policy/08-09/Revision 01/Dt.01.04.2008. You shall be abide all the terms and conditions prescribed by the Company – Ref : HR Policy/08-09/Revision/dt.01.06.2009 and General Employment Regulation Doc No:SBG/HR/P/001 Date : 29.08.2018.

Other benefits like ESI, EPF, Gratuity, and Bonus will be applicable as per act.

Performance Management System (PMS) will be carried out by the management based on its format and will be reviewed half yearly, appraisal will be based on outcome of PMS.

Your services are liable to be terminated during the period without assigning the reasons with three months notice on either side.

Terms of employment and service conditions may be changed at the discretion of the management

Pass port size photo – 3 Nos.

Education Certificates

Experience certificates

Relieving order from previous employers

Medical Fitness Certificate & Blood group

Post card size family photo – 1 No.

In case of any dispute, the jurisdiction will be Chennai Court.

This offer is valid only till .

If the above terms and conditions are acceptable to you, Please sign this letter and return us a copy as a token of your acceptance.

## **ANNEXURE I**

### **INOVA AUTOMATION PRIVATE LIMITED**

\*IModelEmpDetails\*

#### **CTC Break Up:**

**CTC**

**\*CTC\***

\*IModel\*

Regards

for **\*Company\***.,

I Agree

#### **Authorized Signatory**

I had studied and understood the company safety policy and procedure. I shall follow these norms at all time. In the event of any non compliance, management reserves the right to take suitable action.

I Agree

**\*Employee**

**Name\***