

**New Demo Company**

**21.08.2025**

**Suriya kumar B**

, ,

Dear **Suriya kumar B** ,

**Subject: Invitation to Applicant Induction Program**

We are pleased to welcome you to **New Demo Company** . As part of our onboarding process, we have scheduled an induction program to help you get acquainted with our company, its culture, and your new role.

**Details of the Induction Program:**

During the induction, you will have the opportunity to meet key members of our team, learn about our company's mission and values, and receive essential training for your role. Please bring the following documents with you:

<b>Salary Annexure - A</b>			
<b>Name :</b> Suriya kumar B		<b>Business Unit :</b>	
<b>Designation :</b>		<b>Location :</b> Chennai	
<b>Department :</b>			
<b>Components</b>	<b>Monthly</b>	<b>Annually</b>	<b>Remarks</b>

Basic + DA			
HRA		Conveyance Allowance	
Special Allowance	0.00	0.00	
<b>A : Total Salary</b>	0.00	0.00	
Provident Fund - Employer Contribution	0.00	0.00	
<b>B : Total Benefits</b>	0.00	0.00	
<b>C : CTC (A+B)</b>	0.00	0.00	
Bonus	0.00	0.00	As per Company Policy
Gratuity	0.00	0.00	Payable as per Gratuity Act, 1972
<b>D : Total Other Benefits.</b>	0.00	0.00	
<b>E : Total CTC (C+D)</b>	0.00	0.00	

**Amount In Words :**

**Gratuity:**

Gratuity would be payable on completion of 5 years continuous service with the company.

**For New Demo Company,**

**S.lyappan**

**Senior Manager - HR**

**CTC:-100000**

**MonthlyGross:-**

**AnnualGross:-**

**PlannedGROSS:-**

**AnnualCTC:-**

**TotalGrossInWords:-**

**TotalCTCAmount:-0.00**

We look forward to your participation and are excited to have you join our team.

Should you have any questions or need further information, please do not hesitate to contact us at [Contact Information].

Warm regards,

**Executive -Admin New Demo Company**