

New Demo Company

21.08.2025

naveen gopal

, ,

Dear **naveen gopal** ,

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:

Salary Annexure - A			
Name : naveen gopal		Business Unit :	
Designation :		Location : Chennai	
Department :			
Components	Monthly	Annually	Remarks

Basic + DA			
HRA		Conveyance Allowance	
Special Allowance	0.00	0.00	
A : Total Salary	0.00	0.00	
Provident Fund - Employer Contribution	0.00	0.00	
B : Total Benefits	0.00	0.00	
C : CTC (A+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
D : Total Other Benefits.	0.00	0.00	
E : Total CTC (C+D)	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