

OFFER OF EMPLOYMENT

Date: [DATE]

Place: [CITY, STATE]

BETWEEN:

1. [COMPANY NAME], a company incorporated under the Companies Act, having its registered office at [ADDRESS] (hereinafter referred to as the 'Company')
2. [EMPLOYEE NAME], residing at [ADDRESS] (hereinafter referred to as the 'Employee')

WHEREAS:

The Company, based on the selection process, is pleased to offer employment to the Employee on the terms and conditions set out below.

NOW, THEREFORE, the parties agree as follows:

1. DESIGNATION & DEPARTMENT

You are being offered the position of [DESIGNATION] in the [DEPARTMENT] department, reporting to [REPORTING MANAGER].

2. DATE OF JOINING

Your employment will commence on [DATE OF JOINING]. You are required to report at [LOCATION] on the said date.

3. COMPENSATION

Your annual Cost to Company (CTC) shall be Rs. [AMOUNT]/- (Rupees [AMOUNT IN WORDS] only). The detailed breakup is provided in Annexure A.

4. PROBATION

You will be on probation for a period of [MONTHS] months from the date of joining. Confirmation shall be subject to satisfactory performance.

5. WORKING HOURS

Standard working hours are [START TIME] to [END TIME], [DAYS] days a week. You are entitled to leaves as per the company's leave policy.

6. NOTICE PERIOD

During probation: [DAYS] days notice. After confirmation: [DAYS] days notice by either party for termination of employment.

7. CONFIDENTIALITY

You shall maintain confidentiality of all proprietary information during and after employment. Violation shall be grounds for immediate termination and legal action.

8. CONDITIONS

This offer is conditional upon: (a) satisfactory background verification; (b) submission of required documents; (c) medical fitness if required.

IN WITNESS WHEREOF, the parties have executed this agreement on the date first written above.

Signature of Party 1
Name: [FULL NAME]
Date: [DATE]

Signature of Party 2
Name: [FULL NAME]
Date: [DATE]

WITNESSES:

1. Name: _____ Signature: _____
2. Name: _____ Signature: _____