«Date\_of\_Issue»  
  
«First\_Name» «Middle\_Name»   
«Add1»  
«Add\_2»  
«Add\_3»  
«Add\_4»  
  
⊃: «Phone»  
  
Dear «First\_Name»,  
  
With reference to our discussions, we are pleased to offer you the position of «Designation\_» in COMPANY on the terms and conditions mutually discussed and agreed upon:  
  
Your gross emoluments will be Rs.«Salary»/pa (CTC). You will be issued a detailed appointment letter on your joining us.  
Basic Salary : Rs.«Basic»/-  
HRA : Rs.«HRA»/-  
Conveyance : Rs.«Conveyance»/-  
---------------------------------------------  
TOTAL : Rs.«TotalPm» /month (CTC)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
This payment is made to you as dictated by the Indian Tax Authorities and is subject to change if the India Tax law changes.  
  
You will be at present posted at ADDRESS, but can be transferred anywhere, as may be deemed fit by the management. You are requested to report for duty on or before «Date\_of\_joining» at 9 am (give the address of the company). In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.  
  
On the day of your joining you are required to submit the following:  
  
1. Relevant copies of Academic /Professional attainments and work experience.  
2. Documentary evidence of Date of Birth, No Due Certificate and Relieving letter & TDS certificate from last employer, details of last salary, appointment letter of current employer.  
3. Three passport sizes colored Photographs.  
4. 2 References from your current organization, which has to be completed before your joining Continuum Systems.  
  
If on verification, at the time of appointment or at a later date it is found that you has furnished wrong information, in such cases your services with the company will be liable to termination.  
  
Please sign duplicate of this offer letter as token of your acceptance of the above terms.  
  
With best wishes  
Yours truly,  
  
COMPANYNAME   
  
  
  
HUMAN RESOURCE- MANAGER «FIRST\_NAME» «MIDDLE\_NAME»