

## **OFFER LETTER**

**Date :**

**To,**

**New DR  
d**

**Dear New DR ,**

This has reference to your application for employment in our Company; we are pleased to offer you an employment with us as an on in **GMP Software Pvt ltd based in Pune HQ**

Please note that this is merely an Offer Letter.

You are requested to carry the following documents at the time of joining: -

1. Academic Certificates / Passing Certificate (Original).
2. Two Passport size photographs.
3. ID Proof Xerox (Pan Card/Driving License/ Aadhar Card).

You are requested to join within 7 days from receipt of this Letter, failing, which this offer of employment stands withdrawn after completion of this period.

If employee's performance found poor, company may ask to extend training period or ask to leave.

Kindly confirm your acceptance on the duplicate copy of this letter/or Return Email.

Other employment terms will be as per your appointment letter and will be informed within 7 days from your joining.

**Yours Faithfully,**

**GMP Software Pvt Ltd**

I accept and agree to the above terms & conditions

**Mr. Sachin Bhalekar**

(Signature of an )

**Salary Annexure :**

Date:

Name: New DR  
Designation: Executive HR

Sr No	Particulars	Salary Per Month	Annual Salary
<b>Earnings :</b>			
1	Basic	0.00	0.00
2	HRA	0.00	0.00
3	Conveyance	0.00	0.00
4	Medical	0.00	0.00
5	Special Allowance	0.00	0.00
6	Education Allowance	0.00	0.00
<b>Gross Total (A)</b>		<b>0.00</b>	<b>0.00</b>
<b>Deductions :</b>			
1.	PT	0.00	0.00
2.	PF	0.00	0.00
3.	ESIC	0.00	0.00
<b>Total Deduction (B)</b>		<b>0.00</b>	<b>0.00</b>
<b>Company Contribution :</b>			
1.	PF	0.00	0.00
2.	ESIC	0.00	0.00
<b>Total Contribution (C)</b>		<b>0.00</b>	<b>0.00</b>
NET Salary ( A - B )		0.00	0.00
CTC ( A + C )		0.00	0.00

**GMP Software Pvt Ltd**

Accepted  
(Signature of an Candidate)