

## Offer letter

Dear Hemalatha,

We are pleased to extend this offer of employment as on the following terms and conditions:

1. Your total compensation package (CTC) shall be Indian Rupees 1,90,000/-. This includes Basic, Allowances, Statutory contributions, and other benefits as governed by company policies, subject to Income Tax regulations.
2. A detailed appointment order, outlining the break-up of your salary and terms & conditions shall be issued after you join the organization.
3. You will be on probation for a period of 90 days. The probation period may be extended at the sole discretion of the management.
4. The job offer is subject to acceptance from your end, clearances of your reference check and pre-employment medical test.
5. Please sign and return the duplicate copy of this letter as an acceptance of the job offer. You are required to join our organization, failing which this offers stands withdrawn.

Thanks and regard

HR Team

*dupla*  
**PRINCIPAL**  
**D.N.R. COLLEGE**  
**BHIMAVARAM.**

Sanjana Estates, Gollalakoderu, Bhimavaram- W.G.Dist, A.P.