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## SAMPLE OFFER LETTER

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**(This form can be customized as appropriate for your company)**

Date

Name

Address

Dear \_\_\_\_\_

On behalf of Company \_\_\_\_\_ (the "Company"), I am pleased to offer to you the position of \_\_\_\_\_ (insert title). This position will report to \_\_\_\_\_ (this is subject to change based on the needs of the business) with an anticipated start date of \_\_\_\_\_ (insert date). You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Your rate of pay will be Rs. \_\_\_\_\_ per (hour/ day/ task). You will be eligible to participate in the Company's discretionary bonus program, subject to the terms and conditions thereof. Details will be provided to you upon hire.

As an employee of the Company, you will be eligible to participate in the Company's benefit programs as described in the attached Benefits Overview. Upon commencement of employment you will be required to provide evidence of your ability to work in within India subject to the immigration statutes in force.

This offer represents a proposed at-will employment arrangement between you and the Company, which means that either you or the Company may terminate your employment at any time, and for any or no reason. It does not guarantee employment for any specified period of time, and is contingent upon your signing agreements satisfactory to the Company regarding arbitration of claims and the confidentiality, non-competition and the ownership of proprietary information developed in the course of your employment.

If these terms are acceptable, please sign in the space provided below. Upon your acceptance, this letter will contain the entire agreement and understanding between you and the Company, and will supersede any prior or contemporaneous agreements, understandings or other communications (whether oral or written), with respect to the subject matter hereof. If you have any questions, please do not hesitate to call.

This offer of employment will remain open until (insert date) unless earlier rescinded or modified.

Please mail or fax your signed copy to the attention of Human Resources at the address on the previous page or fax it to

Yours truly,

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

Agreed and Accepted:

Signature \_\_\_\_\_

Date \_\_\_\_\_