**Offer Letter Generation**

**Is this a: (Please indicate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New Position | Title Change | Promotion | Salary Revision | Transfer | Restructure |

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| Employee/Candidate Details |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee’s Name** |  | **Employee’s ID** |  |
| **Proposed Department** |  | **Proposed Designation** |  |
| **Proposed Vertical** |  | **Proposed Location** |  |
| **Proposed Date of On boarding** |  | **Line Manager** |  |
| **Proposed Salary** |  | **Proposed Incentive Scheme/ Benefits/Allowance** |  |

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| Compensation & Benefit Details |

|  |  |
| --- | --- |
| **Current Package Breakup** | **Proposed Package Breakup** |
|  |  |
| Basic Salary | Basic Salary |
| HRA | HRA |
| Transportation | Transportation |
| Other Allowances | Other Allowances |
|  |  |
| **Total Current Package :** | **Total Proposed Package :** |
|  | **Proposed Change on Previous Package %** |
|  |  |
| **Current Benefit Breakup** | **Proposed Benefits Breakup** |
| Annual Leave 30 Days | Annual Leave 30 Days |
| Medical Insurance Self / Family | Medical Insurance Self / Family |
| Return Airfare Self/ Family | Return Airfare Self/ Family |
| Bonus | Bonus |
| Petrol Reimbursement | Petrol Reimbursement |
| Telephone Reimbursement | Telephone Reimbursement |
| Tuition Fees | Tuition Fees |
| Miscellaneous | Miscellaneous |

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| Justification Details / Remarks |

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| Approval Matrix |

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| --- | --- | --- | --- |
|  | **Signature** | **Name** | **Date** |
| **Requested By: HRD** |  |  |  |
| **Approved By: HD** |  |  |  |
| **Approved by COO:** |  |  |  |
| **Approved By CHRO:** |  |  |  |
| **Approved By CFO:** |  |  |  |
| **Approved By CEO:** |  |  |  |