

# Banjara Hills

Phone: 9966199181 | Website:

Date: 24 October 2025

**Mr. Shanmuk**

Banjarahills

Email: abc@gmail.com | Phone: 9876543210

## Appointment Letter - Developer

Dear Mr. Shanmuk,

We are pleased to offer you the position of **Developer** at Banjara Hills. Following your successful completion of the pre-employment formalities, we are delighted to confirm your appointment with our organization.

### Employment Details

**Designation:** Developer

**Department:** Information Technology

**Grade:**

**Work Location:**

**Work Mode:** Full-Time

**Date of Joining:** 01 November 2025

**Reporting To:** Fayaz

### Compensation Structure

Your annual compensation package is structured as follows:

Component	Monthly (₹)	Annual (₹)
Basic	83333.33	1000000.00
HRA	8333.33	100000.00
DA	4166.67	50000.00
Other Allowance	4166.67	50000.00
Total Fixed Compensation	100000.00	1200000.00

**Note:** The above compensation is subject to applicable statutory deductions as per government regulations.

### Terms & Conditions

- This appointment is subject to the company's policies and procedures as amended from time to time.
- Your employment will be on a permanent basis, subject to successful completion of a probation period of 6 months.
- Your performance will be reviewed annually, and any revision in compensation will be based on company policy and your performance.
- You will be eligible for benefits as per the company's policy, including but not limited to Provident Fund, Gratuity, and Medical Insurance.

### **Joining Instructions:**

Please report to the reception at **9:30 AM on 01 November 2025** at our Hyderabad office: **Banjara Hills, -**

### **Documents Required at the Time of Joining**

Please bring the following original documents for verification along with one set of self-attested copies:

- Educational certificates (10th, 12th, Graduation, Post-Graduation)
- Previous employment experience letters & relieving letters
- Passport size photographs (2 copies)
- PAN Card & Aadhaar Card
- Bank account details (cancelled cheque or bank passbook copy)

We believe that your skills and experience will be a valuable addition to our team. We look forward to a long and mutually rewarding association with you.

Please sign and return a copy of this letter as your acceptance of this offer and the terms outlined herein.

Welcome to Banjara Hills!

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**Fayaz**

HR Manager

Banjara Hills

**Accepted and Agreed:**

**Shanmuk**

Candidate

Date: \_\_\_\_\_

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**For any queries, please contact:**

HR Department | Email: | Phone: +9966199181 (Ext. 123)