Date: July 20th 2020  
  
To,  
  
Roshan Kumar,  
  
#122, Street 12  
  
New Delhi-22  
  
Dear Roshan,  
  
This is with reference to your application for the job profile "Web Developer" and the subsequent discussions you had with us at the interview on July 2nd, 2020, on the following terms and conditions.  
  
Designation: Web Developer  
  
Location: Delhi  
  
You may, however, be required to work at any place of the company per the later requirement.  
  
Commencement of Employment: Your employment will be effective with us since August 1st 2020.  
  
Salary and Compensation: You will receive the CTC of 4.8 lakhs per annum as per mentioned in the attached sheet. Tax deduction and other statutory deductions will be made at the source. You will receive the variable amount based on your performance, strictly. After the completion of the probationary period, you will be eligible for leave, as per the company rules. The leave policy has been attached to the letter for your reference.  
  
Working Hours: The working clays will normally start from Monday and end on Friday. The working hours will be 9 AM to 5 PM.  
  
We congratulate you on your appointment and wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.  
  
Sincerely,  
  
(Name and signature of authorised person)  
  
(Name of the employee),  
  
Signature