



Dear **DHARMA TEJA PONNADA**,

HDFC Bank is glad to share the enclosed provisional offer for the position of **CUSTOMER CARE EXECUTIVE** in the **RETAIL BRANCH BANKING-CUSTOMER CARE EXECUTIVE-HYDERABAD-0045** team based at **CHANDA NAGAR**. The offer is at **T grade**. The details of the Offer are enclosed below, and these details are confidential.

**Please take note of the following points as a reference to the attached provisional offer:**

- The loan subsidies are benefits the bank offers to its employees post confirmation should they want to buy a house, a car or take a personal loan. In case you do not avail of the same, they are not encashable.
- You would also be eligible for variable pay over and above this offer, in line with the prevailing policy in the Bank.
- To calculate your monthly net salary before taxes please subtract the PF amount from the Total Fixed Pay.
- Over and above this, you will be covered under the Bank's group mediclaim policy worth INR 2 Lacs.
- Leave Travel Allowance is not a monthly component. It can be reimbursed post completion of 1 year.
- Please **do not resign** from your current organization till you receive your official appointment letter copy from us. The appointment letter issuance is subject to your acceptance of the provisional offer and positive reference checks.

Kindly provide an email acceptance of this offer, so we can proceed with further formalities.

Do connect with us in case you have any questions on the above offer. HDFC Bank welcomes you to our diverse, agile and extremely talented team!

Regards,

**SIVA KUMAR K**