

Fixed-term project analyst offer letter

Fictional sample for editing and authorised review

FICTIONAL FILLED SAMPLE - FIXED-TERM EMPLOYMENT EXAMPLE

Offer reference: DEMO/PROJECT/2026/027

Issued on: 30 September 2026

Dear Priya Nair,

Harbour Demo Analytics Private Limited offers you the position of Project Analyst for the Atlas Reporting Migration Project. Your proposed fixed employment period is 1 December 2026 through 31 August 2027, inclusive. Your reporting manager will be Programme Lead Arjun Sen, and your regular work location will be the company's Kochi project office.

Gross fixed monthly salary: INR 60,000. Nine full months at this rate total INR 540,000 in gross fixed salary. This illustration excludes any separately approved benefit, reimbursement or variable payment and does not represent take-home pay or total CTC. The position supports requirements mapping, data-quality review, weekly progress reporting and user acceptance coordination. The role's planned milestone schedule is attached as a project brief; milestones organise the work and are not substitutes for the stated employment dates.

The proposed work pattern is Monday to Friday under the employer-reviewed working-time schedule. Project travel requires the programme lead's prior approval and uses the company's approved expense policy. No travel reimbursement amount is promised by this example.

There is no automatic renewal promise. Any extension must be separately agreed in writing before the stated end date. Completion of a milestone does not by itself change that date. Early termination, notice, leave, benefits and other employment provisions require the approved employment schedule supplied with this offer.

Please return signed acceptance by 15 October 2026. Your first-day project briefing is scheduled for 1 December 2026 at 10:00 at the Kochi office, subject to the confirmed induction arrangements.

Employer signatory: Leela Menon, People Manager, demonstration signature line.

Candidate acceptance: Priya Nair, signature and date.