These are some standard placeholders for your ease-of-use. To use them, find the label on the left that you want to include in your offer letter and copy/paste its associated field into the letter.

Important note: In order for the feature to work properly, you must include the field name within a pair of square brackets [[ ]].

|  |  |
| --- | --- |
| Label | Placeholder |
| Candidate Name | [[candidate\_name]] |
| Candidate Signature | [[candidate\_sign]] |
| Sender’s Name | [[sender\_name]] |
| Supervisor’s Name | [[supervisor\_name]] |
| Supervisor’s Title | [[supervisor\_title]] |
| Job Profile | [[job]] |
| Job Description | [[job\_description]] |
| Company Name | [[company\_name]] |
| Today’s Date (dd/mm/yyyy) | [[today\_date]] |
| Start Date | [[start\_date]] |
| Contract End Date | [[contract\_end]] |
| Contract Duration | [[contract\_period]] |
| Internship End Date | [[internship\_end]] |
| Internship Duration | [[internship\_period]] |
| Probation Period | [[probation\_period]] |
| Offer Expiration Date | [[offer\_expiration\_date]] |
| Paid Time Off | [[paid\_time\_off]] |
| Basic | [[basic\_salary]] |
| House Rent Allowance | [[hra]] |
| Conveyance | [[conveyance]] |
| Leave Travel Allowance | [[lta]] |
| Medical Reimbursement | [[med\_reimburse]] |
| Special Allowance | [[special]] |
| Bonus | [[bonus]] |
| PF (employer) | [[pf\_employer]] |
| PF (employee) | [[pf\_employee]] |
| ESIC (employer) | [[esic\_employer]] |
| ESIC (employee) | [[esic\_employee]] |
| Total CTC | [[salary]] |
| Salary Payment Frequency | [[salary\_frequency]] |
| Stock Options | [[stock]] |