

**16 December, 2024**

**Anuj Rithalia**  
**#496, Chaudhariyan Gali,**  
**Najafgarh, South West Delhi,**  
**Delhi - 110043.**

**Sub: Job Offer**

**Dear Anuj,**

Post completion of your internship at Keywords and subsequent discussion with you, we have pleased to offer you a position of **Software Developer** at **Keywords Studios India Pvt. Ltd.** at an annual salary of **INR 10,20,000/- per annum.**

You are expected to join us as per the below details;

Date of joining: **6 January, 2025**

Reporting time: **10:00 AM**

This offer is conditional based on your successful clearance of background verification and other joining formalities. In case of any lapse in the same, this offer shall stand cancelled.

Additionally, a probation period of 6 months will be applicable as per the Company's Policy. At any point, in case you are not able to come up to the skill/ quality/ production benchmarks of the organization, the management reserves the right to terminate your services without any further notice or reason whatsoever.

As a joining documentation process, you will be required to submit the following documents to the HR department:

1. Copies of all educational and professional qualification certificates & mark sheets.
2. 4 colored passport size photographs
3. Passport copy
4. Driving license copy
5. Permanent & Current Address Proof
6. PAN card & Aadhar card copy (mandatory)

If employed earlier, then:

1. Relieving letter of all the past employers
2. Resignation acceptance/experience letter from last employer
3. Last three month's salary slips of the last employer

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your joining our team for a long and successful association.

Yours sincerely,

For **Keywords Studios India Pvt. Ltd.**



**Authorized Signatory**



## Annexure A

### Salary Breakup of Anuj Rithalia

Salary Components	Monthly (INR)	Annual (INR)
<b>ALLOWANCES</b>		
BASIC	34,000	4,08,000
HRA	17,000	2,04,000
Special Allowance	29,220	3,50,640
<b>GROSS SALARY* (A)</b>	<b>80,220</b>	<b>9,62,640</b>
<b>EMPLOYEE BENEFITS (B)</b>		
Food	700	8,400
Provident Fund (Employer Contribution)	4,080	48,960
<b>TOTAL COST TO COMPANY (C)=(A+B)</b>	<b>85,000</b>	<b>10,20,000</b>
<b>EMPLOYEE CONTRIBUTION D</b>		
Provident Fund (Employee Contribution)	4,080	48,960
<b>NET TAKE HOME SALARY (E)=(C-(B+D))</b>	<b>76,140</b>	<b>9,13,680</b>

\*Gross Salary includes Employee Contribution to PF (12% of Basic).

\*\*Any deductions towards Income Taxes will be applicable as per the law.

#### **Additional Benefits :**

\* Company paid Group Medical Policy (family floater policy covering employee, spouse and up to 2 kids), Term Insurance and personal accidental insurance as per the policy in existence. The sum insured is reviewed every year and is subject to change as per management's discretion.

\* Company paid Term Insurance as per the policy in existence.

\* Transport Facility within hiring zones.