



WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
<http://www.planetspark.in>

Letter of Intent

Date: 02/05/2024

To Kunal Singh

Employee Code: PS20429

Dear Kunal

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **2nd July 2024**. You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

Your overall training period is for 4 weeks. you would receive a gross of **INR 21428/- (PF deduction included)** per month which can be extended if needed. During this period the below mentioned targets to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	\$1500
USA	\$1500

The trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 1 lakh revenue in the Sales Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms& Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	33500	402000
Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		663600



Annexure – B

1. **Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**

You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility & Incentive payment is only applicable till the period of employment. Unpaid incentives will be forfeited at the termination of employment.

3. **Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. **Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. At the end of training your performance will be reviewed by the Panel, based on the review you will be eligible to be placed in the core team.

5. **Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.



6. **Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company and 7 medical leaves applicable for the core team permanent employees.

8. Termination of Service:

Either party can terminate this employment by serving a notice of 3 days/without notice on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

10. Non-Compete Clause:

During your employment with Winspark Innovations Learning Pvt Ltd, and for a period of 2 years following the termination of your employment, you agree that you will not directly or indirectly, for yourself or for any third party, engage in or be employed or associated with any business, entity, or person that offers learning products for 5 years to 40-year-old learners, including but not limited to Coding, Math, English, Science or any other subject. This restriction shall apply regardless of whether such business, entity, or person is in competition with Winspark Innovations Learning Pvt Ltd

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



A handwritten signature in blue ink, appearing to read 'K. Singh', written over a horizontal line.