



25 January 2024

Shubhankar Tiwari  
husainganj , Chhewka Fatehpur ,Uttarpradesh  
Fatehpur- 212651  
India

Dear Shubhankar,

We thank you for the interest shown in our organization. Pursuant to the interview and the subsequent discussions, we are pleased to make an offer to you for the position of Digital graduate (Innovation & Technology Acceleration) based out of IN: Pune - BP Business Solutions.

The terms of your appointment are as follows:

**Start Date**

Your start date will be on 08 July 2024. If you do not join the Company by the said date, the Company reserves the right to withdraw the offer.

**Remuneration**

You will join in Grade IN: J1 - I&E India - General in the 'Executive' cadre of the Company.

Your pay and benefits shall be as per attachment "Annexure A".

**Probation**

You shall be on probation for a period of twelve months from the Start Date ("probation period"). In the event that your performance during the probation period is assessed as unsatisfactory the Company can extend the probation period or terminate your employment at any time during or on the expiry of the probation period. You will continue to be on probation till such time a letter of confirmation in writing is issued to you by the Company. During the probationary period, this employment contract can be terminated by either the Company or the employee by giving a written notice of 30 days to the other party.

**Notice period**

During the probationary period, the contract of employment can be terminated by either the Company or the employee by giving a notice of 30 days. Thereafter, upon confirmation, this contract of employment, can be terminated by either the Company or the employee by giving a written notice of 60 days for executives in level K to H and 90 days for those in level G and above . For the avoidance of doubt, the notice period pertinent to the level of the employee at the time of termination of employment would be applicable.

The base pay would be used to calculate the shortfall of notice period by either party. Refer to the policy on Notice period for more details.