

August 02, 2019

**Mr. Gururaj Hadapad,  
Bengaluru.**

**Dear Gururaj Hadapad,**

You are requested to report at our office situated at #251, 3<sup>rd</sup> Floor, 17<sup>th</sup> Cross, 5<sup>th</sup> Main Rd, 6<sup>th</sup> Sector, HSR Layout, Bengaluru- 560102, India at 10.00 am. You are expected to perform duties and responsibilities as assigned by your superior.

Please note that, apart from the Offer Letter, you are required to produce this letter on your joining the company.

You are requested to return the duplicate copy of this offer and confirm your acceptance.

Pursuant to our discussions, we are pleased in giving you this letter of appointment, setting out the details of your employment with **Vendas Solutions Pvt. Ltd, Bengaluru**. You are being appointed to the position of **Software Test Engineer**.

Your total gross salary will be **Rs. 200,016.00/- Annum**

Also please carry with you a photo identity card that you have (Passport, Voter ID, Driving License) which would have to be produced at the time of joining.

With reference to the same, mentioned below are the details of your joining the Company:

1. **Date of Joining** : **August 06, 2019**
2. **Location** : **Bengaluru, India**

We are happy to welcome you to the Vendas Solutions Pvt. Ltd. family.

## Privileged and Confidential

You will be initially placed at **Bengaluru** but your services are transferable or depute to any other offices of the Company and its associates, at the discretion of the company.

### The Terms & Conditions of our offer are as follows:

01. The detailed break-up of the compensation offered to you is outlined in **Annexure-B** to this letter. In addition to your compensation,

02. Vendas Solutions compensation programs are industry competitive and are designed to reward and recognize performance. As a Vendas Solutions team member, you will receive regular reviews and may receive annual merit increase based on your performance.

03. Your first 90 calendar days from the Date of Joining Vendas Solutions will be considered a Learning Period. However, based on the assessment of your performance during the Learning Period, Vendas Solutions, at its sole discretion, may extend your Learning period to a maximum of 180 calendar days. During your Learning Period, you can terminate your employment with a 15 day prior written notice. Vendas Solutions can terminate your employment with 15 days notice or pay in lieu of notice during the Learning period. When you successfully complete your Learning Period, your employment with Vendas Solutions will be confirmed.

04. Upon expiry of the Learning Period and consequent confirmation as a Vendas Solutions employee, you may resign from Vendas Solutions with a written notice period of one (1) month. Shortfall in the notice period may be adjusted with equivalent salary at the sole discretion of Vendas Solutions. Similarly, Vendas Solutions can terminate your services without assigning any reasons whatsoever by giving a similar notice in writing or by giving 1 month salary in lieu of notice.

05. We wish to make your transition to Vendas Solutions as smooth as possible. Two critical components in such a transition are your pay and benefits coverage. In order to ensure that you receive uninterrupted continuance of your salary and benefits during your transition, you are required to submit various documents as detailed in **Annexure 'A'** for our records on or before joining Vendas Solutions.

06. Your offer and employment with the Vendas Solutions is subject and contingent upon the successful completion of the background verification checks to the satisfaction of Vendas Solutions.

07. Your appointment at Vendas Solutions will require you to be bound by the prevailing code of conduct, as well as other company policies, procedures and guidelines in relation to your personal and professional conduct that are communicated to you from time to time. Further, this offer confirmation is contingent upon receiving satisfactory feedback on reference checks conducted by Vendas Solutions.

## Annexure – A

**Note: Please submit photocopies of below-mentioned documents.**

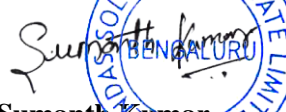
1. All Credentials of your academic qualifications along with mark sheets  
And any other certificates with supporting documents (if applicable).
2. Previous and current employer (s) appointment, relieving and experience letters (if Applicable).
3. Valid passport.
4. PAN Card.
5. Four copies of your recent color Passport size photographs.

## Annexure B

Emoluments	Monthly	Annual
Basic	5,527.00	66,324.00
House Rent Allowance	2,764.00	33,168.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
CCA	2,487.00	29,844.00
Special Allowance	3,040.00	36,480.00
Gross Salary	16,668.00	200,016.00

Welcome to Vendas Solutions Pvt. Ltd!! We look forward to seeing you soon.

Yours Sincerely,  
For Vendas Solutions Pvt Ltd,

  
Sumanth Kumar,  
Manager – HR

This Offer is accepted by me

Name:

Signature:

Date:

July 09, 2021

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. Gururaj Hadapad**, EMP Id: **VS-B/4131** had been associated with our organization as **Automation Test Engineer** for the period from **August 06, 2019** to **July 09, 2021**.

We found **Mr. Gururaj Hadapad** is effective in discharging responsibilities assigned to him/her.

During his/her tenure with us for the above period, we found him/her efficient, his/her character and conduct were good.

We wish him/her success in his/her future assignments.

Yours Sincerely,  
For Vendas Solutions Pvt Ltd,

  
  
Swathi D.  
Sr. Manager - HR

July 09, 2021

**Mr. Gururaj Hadapad,**  
**Emp Id: VS-B/4131,**  
**Automation Test Engineer.**

**Sub: Relieving Letter**

**Dear Gururaj Hadapad,**

This has reference to your resignation letter. This is to inform you that your resignation has been accepted and you are relieved from the services of **Vendas Solutions Pvt. Ltd** on the close of working hours on **July 09, 2021**.

You are requested to deposit the company Id and any other company property entrusted to you during your employment with us.

We wish you all success in your future endeavors.

Yours Sincerely,

**For Vendas Solutions Pvt Ltd,**


**Swathi D,**  
**Sr. Manager – HR**



#251, 3rd Floor, 17th Cross, 5th Main Rd, 6th Sector, HSR Layout, Bengaluru - 560102.

Phone: +91- 80 - 68972656, Email: [info@vendassol.in](mailto:info@vendassol.in), [hrd@vendassol.in](mailto:hrd@vendassol.in)

Pay Slip For The Month Of April 2021			
<b>Name</b>	Gururaj Hadapad	<b>Employee No</b>	<b>VS-B/4131</b>
<b>Designation</b>	Automation Test Engineer	<b>Location</b>	Bengaluru
<b>Pan</b>	BEOPH7510H	<b>Processed Days</b>	30
<b>Department</b>	IT	<b>Paid Days</b>	30
Earnings		Deductions	
Basic	8193	Others	983
HRA	4097	Professional Tax	200
Conveyance	1600		
Medical Allowance	1250		
CCA	3687		
Special Allowance	4506		
<b>Gross Earnings</b>	<b>23333</b>	<b>Total Deductions</b>	<b>1183</b>
		<b>Net Pay</b>	<b>22150</b>

**Note: This is computer generated pay slip. Signature is not required.**





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Phone: +91- 80 - 68972656, Email: [info@vendassol.in](mailto:info@vendassol.in), [hrd@vendassol.in](mailto:hrd@vendassol.in)

**Pay Slip For The Month Of May 2021**

<b>Name</b>	Rohan Barai	<b>Employee No</b>	<b>VS-B/4132</b>
<b>Designation</b>	Senior Test Engineer	<b>Location</b>	Bengaluru
<b>Pan</b>	CQFPB9188R	<b>Processed Days</b>	31
<b>Department</b>	IT	<b>Paid Days</b>	31
<b>Earnings</b>		<b>Deductions</b>	
Basic	9527	Others	1143
HRA	4764	Professional Tax	200
Conveyance	1600		
Medical Allowance	1250		
CCA	4287		
Special Allowance	5240		
<b>Gross Earnings</b>	<b>26668</b>	<b>Total Deductions</b>	<b>1343</b>
		<b>Net Pay</b>	<b>25325</b>

**Note: This is computer generated pay slip. Signature is not required.**







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Phone: +91- 80 - 68972656, Email: [info@vendassol.in](mailto:info@vendassol.in), [hrd@vendassol.in](mailto:hrd@vendassol.in)

Pay Slip For The Month Of June 2021			
<b>Name</b>	Gururaj Hadapad	<b>Employee No</b>	<b>VS-B/4131</b>
<b>Designation</b>	Automation Test Engineer	<b>Location</b>	Bengaluru
<b>Pan</b>	BEOPH7510H	<b>Processed Days</b>	30
<b>Department</b>	IT	<b>Paid Days</b>	30
Earnings		Deductions	
Basic	8193	Others	983
HRA	4097	Professional Tax	200
Conveyance	1600		
Medical Allowance	1250		
CCA	3687		
Special Allowance	4506		
<b>Gross Earnings</b>	<b>23333</b>	<b>Total Deductions</b>	<b>1183</b>
		<b>Net Pay</b>	<b>22150</b>

**Note: This is computer generated pay slip. Signature is not required.**



## INCREMENT LETTER

March 05, 2020

**Mr. Gururaj Hadapad,**  
**Emp Id: VS-B/4131,**  
**Automation Test Engineer**

**Dear Gururaj Hadapad,**

In recognition of your performance and contribution to the organization during the period, your CTC is being revised to **Rs. 2,79,996.00/-** Annum w.e.f forth coming month. Your revised Compensation and Benefits Structure is given below for your reference.

Salary structures can be bifurcated as under:

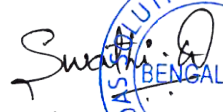
Emoluments	Monthly	Annual
Basic	8,193.00	98,316.00
House Rent Allowance	4,097.00	49,164.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
CCA	3,687.00	44,244.00
Special Allowance	4,506.00	54,072.00
Gross Salary	23,333.00	279,996.00

Apart from the above CTC you are eligible to claim official tour expenses as per the company policy.

Kindly sign and return the duplicate of this letter as a token of your acceptance.

Wishing you the best for the next year. Do keep up your good performance.

Yours Sincerely,  
**For Vendas Solutions Pvt Ltd,**

  
**Swathi D,**  
**Sr. Manager**

