



Global Business Services India LLP

Friday, September 04, 2020

Sravya P  
Flat No : 502, 5th floor, Moin Residency, Plot no 7,  
C Block, Raghavendra Colony, Kondapur, Hyderabad - 500084.

Subject: Offer Letter

Dear Sravya,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our offer of employment, as Associate, Quality Assurance, reporting to Somayajula Kartikay Ayalh, Senior Manager, Quality Assurance, MassMutual India GCC. Your work location initially will be at the incubation space at Sy. No 142, Nanakramguda Village, Nanakramguda, Serilingampally, Rangareddy District, Hyderabad, Telangana 500008. Once our new office space is built out, you will work from 7th Floor of Block 1, BSR IT SEZ, Nanakramguda Village, Nanakramguda, Serilingampally, Rangareddy District, Hyderabad GHMC-500 008, Telangana. This offer is contingent on the completion of satisfactory references and background investigation.

Your employment starts on Monday, November 09, 2020. Your Target CTC (Cost to Company) totaling INR 10,25,850 per annum will be comprised of:

- Basic Pay of INR 4,88,500, earned and payable monthly (monthly rate of INR 40,708)
- Bonus / Ex-Gratia of INR 97,700, earned and payable monthly (monthly rate of INR 8,142)
- Provident Fund Contribution of 12% of Basic Pay, INR 58,620 (monthly rate of INR 4,885)
- Total Allowances, INR 3,08,683 (monthly INR 25,724) as allowed by law and decided at your discretion unless otherwise noted including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowance
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Gratuity, INR 23,497 (monthly INR 1,958) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 48,850 paid annually at the discretion of the Company

Additionally, you will be eligible for benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option once coverage in place), and Employee Assistance Program once coverage is in place. You are eligible for annual paid time off of 25 days and ten annual declared holidays.

As you plan for your first day, please arrive at the MassMutual worksite at 10 am on Monday, November 09, 2020. Your typical workday will be Monday through Friday, 9 am to 6 pm.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to [RTangirala@massmutual.com](mailto:RTangirala@massmutual.com) attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company.

Best regards,

Ravi Tangirala  
Head, GCC-India

Offer Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_