

**\_Date**

**\_Name**

**\_Address**

Dear **\_FullName**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an offer to join Accenture in India.

Kindly note you will receive a separate email to reset your password.

Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement.

This offer of employment for **\_position** will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 9LPAfor the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

House Rent Allowance (HRA)

Your HRA will be `7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Please note: In order to ensure that Accenture remits your monthly Provident Fund contribution to your Provident Fund account, the following actions are mandatory to complete at your end as per the Employees’ Provident Fund Organization (EPFO) requirement:

1. UAN (Universal Account Number) generation with updated Aadhaar details
2. Updating UAN with Aadhaar as part of KYC (Know Your Customer)
3. Completion of Aadhaar verification on [EPFO Portal](https://unifiedportal-mem.epfindia.gov.in/memberinterface/)

Additionally, bank account details must be provided for salary disbursement by Accenture. As per Accenture Policy, salary disbursement only happens to a bank account with one of our empaneled banks.

To enable a seamless experience, an Accenture help desk member will contact you ahead of your date of joining to help you complete the necessary formalities. We request your co-operation in this matter.

Regards,

**\_Employer**

Accenture Disclaimer

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*Accenture is committed to protecting your personal information. Your information will be collected, used and may be shared by Accenture with third party service providers to serve lawful purposes, for Accenture recruitment process, including processing of data by third party when required. Your information shall be held only as long as necessary to achieve the purpose for which it is collected. The use and transfer of your information will be strictly in accordance with the applicable data privacy law and in line with our privacy policy available at* [*https://www.accenture.com/privacy-policy.*](https://www.accenture.com/privacy-policy) *Further, you agree and acknowledge that you have read Accenture’s privacy policy and fully understand your rights to access, correct or withdraw your information anytime.*

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