



**Date:** 9th October 2025

**Subject:** Offer of Employment – Business Development Associate

**Dear Arfa Baig,**

Congratulations! We are delighted to welcome you to Bambinos Learning Solutions Private Limited.

To confirm your acceptance, please sign and return a copy of this letter along with the attached annexure to your manager. Kindly retain a copy for your records. We also request that you maintain confidentiality regarding this offer.

**Employment Start Date:** 1st June 2026

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### **Key Employment Terms**

#### **1. Working Hours & Attendance**

- Job Requirement: 9 hours per day, 6 days a week.
- Regular attendance is essential to maintaining a smooth workflow and achieving shared goals.
- If you work from home, you must be available throughout your shift timings on the company's Zoom/Google Meet, and your manager may ask you to keep your camera on.

#### **2. Probation Period**

- Your initial 1 month will be a **probation period** during which your training and performance will be closely monitored.



- Confirmation of your employment will be based on your performance and adherence to the company's standards, and a minimum target is to be achieved during the probation period as defined by your team lead.
- In case of performance, attendance, discipline, or conduct challenges, the company may review your continuation and end the contract without any notice.
- If you decide to leave or are asked to leave because of non-performance, discipline, or conduct issues during the first 12 months, no salary will be processed.

### 3. Salary & Payroll

- After completing your one-month probation, you will be designated as a permanent employee. Your salary for the probation period will be processed by the 35th day from the date of joining. Throughout your employment, Bambinos will retain a 15-day salary as a hold, which will be settled during your full and final settlement. And if an employee leaves or is asked to leave within 12 months of joining, the 15-day salary will not be paid
- Once your employment is confirmed, your regular salary will be disbursed in line with other employees by the 5th of each month.

### 4. Leave Policy

- We encourage a structured approach to leave planning to ensure smooth operations.
- During your first month, no leave will be permitted.
- For detailed leave guidelines, please refer to our. [Leave Policy Document](#)



## 5. Conflict of Interest

- You must dedicate your full working hours exclusively to the company's business.
- Engaging in any other paid work without prior written approval is strictly prohibited.

## 5. Professional Behavior & Code of Conduct

- Maintaining a professional and respectful work environment is essential. Employees are expected to uphold integrity, discipline, and ethical behavior at all times.
- Any form of misconduct, workplace harassment, inappropriate behavior, or violation of company policies will be taken seriously.
- Failure to adhere to professional standards may result in disciplinary action, including termination of employment.

## 6. Resignation & Termination Policy

- **Resignation:** Employees are required to give one month's written notice before resigning. Leave requests will not be approved during the notice period. Any leave taken during this time will be added to the notice period, extending it by the number of days of leave.
- **Termination:** The company reserves the right to terminate employment with or without one week's notice, with or without pay.
- Absence without notice for 3 consecutive working days will be treated as voluntary resignation.
- The full and final settlement will be processed within 4 weeks from your last working day.

## 7. Notice Period

- Management may request you to serve the full notice period or may choose to relieve you from duties immediately based on business requirements.

## 8. Return of Company Property & Confidential Information

- Upon separation from the company, all company-owned materials and confidential information must be returned.
  - We appreciate your cooperation in upholding the integrity and security of company resources.
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### Compensation Details

Description	Monthly	Annually
Basic Salary	15000	180000
House Rent Allowance (HRA)	4500	54000
Transport Allowance (Conveyance)	1600	19200
Medical Reimbursement	1250	15000
Telephone Allowance (Mobile & Broadband)	1000	12000
Employer Contribution to PF	1800	21600
Employee Contribution to PF	1800	21600
Special Allowance	6383	76596
Monthly Salary	33333	400000
Performance Incentive/Bonus*	10000	120000
CTC	43333	520000
*Performance Incentive/ Bonus (First 6 months) - 60000		
*Performance Incentive/ Bonus (Last 6 months) - 60000		

- The monthly salary is ₹33,333/-
- Performance incentives are paid every six months during the first year.
- This fixed salary includes all statutory deductions, including employer and employee contributions to provident funds and applicable taxes.



# Bambinos Learning Solutions Private Limited



## Company Policies & Guidelines

For further details, please refer to the following policies:

- Workplace Behaviour Policy: [Click here](#)
- Data Protection Policy: [Click here](#)
- Moonlighting Policy: <https://shorturl.at/iNDBz>

We are excited to welcome you to the Bambinos Learning Solutions Private Limited family! We look forward to a long and rewarding association with you.

Please note: This offer is contingent upon the successful verification of your employment history. If we are unable to verify this information, the offer may be rescinded.

Should you have any questions, please feel free to reach out.

Sincerely,

Sabreena J

Head of Human Resources

Bambinos Learning Solutions Private Limited

Bengaluru

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## Employee's Acceptance & Signature

Signature:  Date: 11<sup>th</sup> Oct 2025