



INSPIRING MOMENTUM

## OFFER LETTER

28-Oct-2025

**Bhumi Gupta**  
Bangalore

Dear Bhumi,

Subsequent to the discussions with you, we are pleased to offer you the position of **Management Trainee - Sales** in our organization. You are requested to join on or before **01-May-2026**. Below are the employment terms and conditions.

### 1. Remuneration

Your annual remuneration & benefits structure is as per Annexure, & you are in the 'Management' cadre of the Company.

### 2. Location

Your employment can be based at any of our locations in India or abroad as per the business requirements. Further, you will be subject to Rules and Regulations as applicable to the location you are based at.

### 3. Probation

You shall be on probation for a period of **SIX MONTHS**. Your confirmation as a permanent employee is subject to satisfactory performance. In the event that your performance during the probation period is assessed as unsatisfactory, the Company shall extend the probation period or terminate your employment at any time during or end of the probation period. You will continue to be on probation till such time a letter of confirmation in writing is issued to you.

### 4. Notice Period

During the probationary period, the contract of employment can be terminated by either the Company or the employee by giving notice of **15 days** or equivalent **gross salary** in lieu of notice. Upon confirmation, the contract of employment can be terminated by either the Company or the employee by giving notice of **30 days** or equivalent gross salary in lieu of notice.

In any event, early relieving before completing the notice period shall be at the sole discretion of the Company and settlement of all dues including shortfall of notice period pay.

### 5. Retirement Benefits

You will be governed by rules and regulations of Provident Fund, Gratuity, age of Superannuation, etc. applicable to you as per rules in force or as may be amended from time to time.

#### Xanadu Realty Limited

Times Square, Smart Works,  
Tower C, 2<sup>nd</sup> Floor, Andheri - Kurla Road,  
Marol, Andheri (East) - 400 056  
E: [info@xanadu.in](mailto:info@xanadu.in) M: +91 70450 28480  
W: [www.xanadu.in](http://www.xanadu.in)



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## 6. Retirement Age

The age of retirement for all employees is **60 years**. The **date of birth** that will be recorded in the Company record is **DOB** based on the documents submitted by you.

## 7. Maternity Benefits

In the event of a pregnancy during the period of employment with the Company, all woman employees shall be entitled for Maternity Benefits & leaves as per the provisions of the Maternity Benefits Act inforce or as may be amended from time to time.

## 8. Payment of Bonus and other Statutory Payments

In the event of any payments required to be made as per the provisions of the Payment of Bonus Act or any other statutory payments being applicable to you, the same will be adjusted in the Annual variable payout/PLVP/Incentive payouts as per your remuneration structure. The relevant payments will be made as per the rules in force or as may be amended from time to time.

## 9. Company Policy

You will be subject to the general rules of conduct and discipline of the Company. It is further agreed that you shall abide by the Rules relating to company/HR policies that are prevailing in the Company or that may be brought into force from time to time.

The company has zero tolerance for any breach of our code of conduct policy & will attract disciplinary action including termination of your services with immediate effect with no monetary & non-monetary benefits.

## 10. Confidentiality

In the event of your employment with the Company, it is understood that you hereby agree that any and all improvements and discoveries, whether or not patentable, which you may make either alone or in conjunction with any other person during the period of your employment hereunder, relating to or in anyway appertaining to or connected with any of the matters which have been or may become the subject of your duties or investigations, shall forthwith be communicated to the Company and shall become the sole and exclusive property of the Company and you further agree that you will at the cost of the Company execute or sign any and all applications, assignments and other instruments which the company may deem necessary or advisable in order to apply for and obtain letters, patent designs, registrations and inventions and discoveries in such countries as the company may direct and to vest in the Company the whole title and interest therein.

Further, you will not at any time hereafter without the consent in writing of the Company through its Directors, except under legal process, divulge to any person or make public any of the internal information, insider trading information, accounts, transactions or dealings of the Company, or any subsidiary or associate Company. By the above, you agree on non-disclosure of any information related to company in any form whatsoever.



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## 11. **Medical Fitness**

Your appointment will be subject to a satisfactory medical report being received by us from our company-nominated doctor on demand. The medical information will be kept Confidential, and the HR department will be notified accordingly. The details of the pre-employment medical check-up procedure will be provided as per need.

During your employment, in the event of long medical leave (more than 15 calendar days), you may be required to undergo a Medical Assessment by a doctor nominated by the Company, to ascertain fitness for the job. Resumption of duties or continued employment in such cases by the employee will be subject to a satisfactory medical report being received by us from the Company nominated doctor. Any termination/cessation of employment services arising from the above events shall be governed by the notice period policy of the company.

## 12. **Correspondence**

It is your responsibility to intimate to the Company any change in your address for correspondence or in other particulars furnished by you, in writing to the Human Resources department, to ensure that the Company records & systems are kept updated post your joining the company.

## 13. **Personal Information**

You are required to submit to the company documentary proof in support of your date of birth, academic qualifications, and previous employment. Any misrepresentation of facts during the process of selection or subsequently is sufficient cause for termination of employment. The Company will undertake formal vetting checks through its authorized representatives and an unsatisfactory vetting report is a sufficient cause for withdrawal of offer/termination of employment as the case may be. Any cessation/ termination arising out of the above situations shall be with immediate effect with no monetary & non-monetary benefits.

## 14. **Data Protection**

Please note that the Company will need to hold personal information relating to you in the course of your employment.

By accepting this offer, you are giving your irrevocable consent to hold your personal information and process it for business purposes.

All proprietary and other rights in respect of the confidential information, intellectual property rights, and Company's records shall remain the absolute property of the Company and you are required to take all necessary measures to ensure that the ownership of the confidential information, intellectual property rights and Company's records vest in the Company.

It is your responsibility that the company data and assets in any form (physical & electronic) is always protected and that confidentiality is maintained with zero compromises. Xanadu company data in any form cannot be transferred physically or electronically to any of your personal or any other personnel and/or location and/ or cloud storage. Any violation of the data protection, privacy & confidentiality elements is a serious breach of our IT Policy as well as the code of conduct and will attract strict disciplinary action including termination of employment with immediate effect without any monetary and non-monetary benefits and/or the necessary legal action/s including action/s under civil as well as criminal law as deemed fit.



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**15. Full-time Employment**

Your position is full-time employment with the Company, and you shall devote yourself exclusively to the business and interests of the Company. During the period of employment with the Company, you shall not be gainfully employed elsewhere or take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly, in any other trade or business, without permission in writing from the Company.

**16. Reference Check**

Please note that your continued employment with Xanadu Realty Limited is subject to satisfactory references from your current employer and previous employers. By signing this letter, you give your consent for Xanadu and/or its authorized representatives to conduct the required reference checks as per the Company Background Verification guidelines.

**17. Performance Linked Variable Pay Eligibility**

The associate needs to be active in the system on the day of the pay-out as decided by the management from time to time at its sole discretion. Associates who have resigned & are serving their notice or who are on a long leave, leave without pay, or sabbatical on the date of payout will not be eligible for pay-outs.

The Company reserves the right to not pay PLVP for associates who are terminated, been issued a warning/show cause for any misconduct or have been under any disciplinary proceeding in the financial year

This letter is issued to you in duplicate and if the terms and conditions are acceptable, please return the duplicateduly signed thereby indicating your acceptance to the offer with the above terms & conditions.

Wishing you all the best and looking forward to your joining the Xanadu family.

Yours faithfully,  
For Xanadu Realty Limited

**Vikas Chaturvedi**  
**CEO – Xanadu Group**

Encl.: Annexure

**ACCEPTANCE OF TERMS**

I, **Bhumi Gupta** do hereby state that the above terms and conditions of employment have been read by me including the **Annexure** and I have understood the same and they are fully acceptable to me.

In token of my acceptance of the offer, I append my signature on the day and date mentioned below:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Annexure

Associate Name	:	Bhumi Gupta
Designation	:	Management Trainee
Level	:	3
Department	:	Sales
Join on or before	:	01-May-2026

Components	Per Annum (INR)	Per Month (INR)
Basic	337,500	28,125
HRA	168,750	14,063
LTA	50,000	4,167
Special Allowance	97,150	8,096
Reimbursement		
Employer's PF Contribution	21,600	1,800
<b>TOTAL CTC</b>	<b>675,000</b>	<b>56,250</b>

Components: Deduction elements	Per Month (INR)
Fixed Pay	56,250
Deduction: Employer's PF Contribution	1,800
Deduction: Employee's PF Contribution	1,800
Deduction: Professional Tax	200
<b>Net Salary (Before TDS)</b>	<b>52,451</b>

### Benefits

Associate will be covered for Mediclaim for 5 lacs for Self & Family (Family will include – Spouse, up to 2 kids & either parents or parents in law)

#### Note

1. Reimbursement, if applicable, will be taxable for non-submission of relevant documents or in case of opting out.
2. Gratuity will be applicable as per the payment of Gratuity Act 1972
3. The performance linked variable pay document with construct & guidelines shall be issued to you separately.

For Xanadu Realty Limited



Vikas Chaturvedi  
CEO – Xanadu Group

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W: www.xanadu.in



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### Annexure C

#### Declaration of Prior Affiliations

The employee represents and confirms that, with effect from 1<sup>st</sup> April 2025 and thereafter, he/she has neither been employed nor associated with Macrotech Developers Private Limited or any of its subsidiaries, group companies or affiliates (collectively, "**Macrotech Group**"), in any capacity whatsoever.

The employee further declares that he/she has fully and truthfully disclosed to the Company all associations with the Macrotech Group, if any.

In the event it is found that the employee had failed to disclose any such association, whether wilfully or by omission:

- It shall constitute a material breach of this Offer Letter.
- Xanadu Realty Limited shall be entitled to terminate this engagement immediately, without any necessity of notice or salary/fees in lieu thereof, and without any liability whatsoever;
- The employee indemnifies the Company for any losses, costs, or damages incurred by the Company as a consequence of any misrepresentation or non-disclosure, including reputational harm, contractual penalties, or loss of business.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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