



February 05, 2025

Dear **KOILAKONDA MADHU**,

Congratulations, we are pleased to inform you that you have successfully cleared the interview process for the position of **Project Engineer** which will be in Career Band **TRB-II** of the organization. As we are excited about the prospect of you joining Wipro, we are happy to extend to you this Letter of Intent (LOI).

Please review the details outlined in the LOI. As part of our onboarding process, you will be required to undergo a Pre-Skilling Training program. Please note that only upon successful completion of this training will you receive a formal enrolment letter and your official date of onboarding.

Please find your detailed Salary structure. This same will be updated in your formal offer letter. Please note that you will not be entitled to any compensation during Pre-Skilling Training. You will start receiving compensation only after you are onboarded and employed with Wipro

Components	Figures (INR Per Annum)
Basic Salary	1,40,040
House Rent Allowance (if availed)	70,020
Bonus (estimated but paid as per Company policy)	28,008
Wipro Benefits Plan as per Company policy	58,188
Provident Fund (Employer Contribution)	21,600
Gratuity as per applicable law	7,440
ESI (Employer Contribution) as per law	7,200
Variable Pay (as per eligibility)	17,508
Target Cost to Company (Per Annum)	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us. Your confirmation of interest is a pre-condition to the issuance of the offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout, this is being referred to as 'merging date'. The bonus will be paid as per the details and will be subject to applicable payroll taxes and withholdings:

Year	Bonus (INR)
End of 6 months	25,000
End of 18 months	25,000 - 75,000
End of Year 2	50,000 - 1,00,000

End of Year 3	2,00,000 - 2,50,000
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Please note the terms and conditions:

I. The gross bonus amount paid will be recovered in case you leave the organization prior to the 'retention date,' i.e., 24 months from the effective date of the bonus. This will be applicable to all 4 tranches or installments of bonus payouts as per the table above.

In the event of a recovery, while computing income tax under the Income Tax Act of India:

- If the payout and recovery are within the same financial year, your annual earnings will be adjusted with the bonus amount.
- However, if the recovery is in the subsequent financial year, your annual earnings of the previous financial year will not be adjusted with the bonus amount. In such an event, a bonus recovery letter will be provided to you for claiming a tax refund at the time of filing returns.

II. The special bonus is subject to:

- You being "active" in the services of the company and not serving a notice period.
- Your employment not being terminated for poor performance or for cause prior to the retention date.
- You not having abandoned your job as of the retention date.
- you meeting satisfactory performance levels i.e. rated 'meets expectations' or above and
- You not being on bench/free-pool/un-billed for an extended period.

III. If you are on loss of pay or sabbatical leaves, the bonus payout will defer to the subsequent quarter of your return from loss of pay or sabbatical.

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in the applicable local currency in accordance with the applicable exchange rate, as per company policy.

V. If you remain employed with Wipro through the merging date of the respective installment, then the bonus amount will be merged (added) to your then-current India total annual compensation. The bonus amount will be allocated proportionately to all components (including Variable Pay) of your current salary structure.

VI. The Company reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance, the Company's decision on the payout will be final and binding.

Pre-Skilling Hiring Guidelines:

- You need to have a working laptop with proper internet connectivity.
- Overall attendance of 90% is mandatory for this virtual training.
- Any absence of 2 or more days from scheduled training sessions without formal notification to your trainer and their acknowledgment will be considered as abandonment of the program.

Upon successful completion of the Pre-Skilling Training Program, you will receive a formal offer letter outlining the terms of your employment, including your base salary, benefits, and the official date of onboarding.

We are confident that this training will equip you with the essential skills and knowledge needed to excel in your role at Wipro. Should you have any questions or queries, please contact us at nga.coach.ext@wipro.com or manager.campus@wipro.com.

Yours sincerely,

For Wipro Limited,



Sandesh Kumar

General Manager & Head, NextGen Talent

Signed by : KOILAKONDA MADHU

Date : 07.02.2025 15:18:29 IST