

26 February 2020

Mr. Mohan Lal
Bara Samaspur Jalesar
Etah, 207302

OFFER LETTER

Dear Mohan,

With reference to your application for employment and the subsequent discussions we have had with you, we are pleased to offer you the post of **Business Analyst** in our **MD Office** division.

You shall be classified as a full-time employee and your initial place of posting shall be at our office located in **D 200, Sec. 63 Noida**.

Your annual cost to the company ("CTC") shall be **Rs. 2, 76,000/- (Rs. Two Lakh Seventy-Six thousand only)** for a period of 12 (Twelve) months, effective from the date of your joining the Company. The detailed break-up of your CTC is provided in Annexure-I.

A letter of appointment with the detailed terms and conditions of your employment shall be provided to you on your joining date.

You are therefore, requested to join us by reporting to **MD of Lite-On Power Electronic India Pvt. Ltd.**, on or before **16th March 2020 at 9:00 AM**, our office situated at **D 200, Sec. 63, Noida**.

You are also requested to submit the following documents (copies and original) at the time of your joining:

- ✓ Relieving certificate from your last employer.
- ✓ Salary certificate from your last employer.
- ✓ Photocopies of your testimonials and certificates in support of your qualifications and experience.
- ✓ Address proof & identity proof.

Please return a duplicate copy of this letter duly signed by you, as a token of your acceptance of our offer. If we do not receive your acceptance on or 10th March 2020 the offer made herein stands withdrawn automatically.

Welcome to Lite-On Family.

Best wishes,

LITE-ON POWER ELECTRONIC INDIA PVT. LTD.

HR.....

26/2/2020


Managing Director.....



Accepted By

Annexure-I

Proposed Salary Breakup-Lite-On India		
Employee Name	Mohan Lal	
Designation	Business Analyst	
Department	MD Office	
COMPENSATION COMPONENT	Amount (INR)	Amount (INR)
	Per Month	Per Annum
<u>SALARY & ALLOWANCES</u>		
Basic salary	12,500	1,50,000
House Rent Allowance	6,250	75,000
CCA	1,336	16,032
Gross Salary	20,086	2,41,032
Deduction		
PF Employee Share @12%	1,660	19,924
ESIC @0.75%	151	1,808
Total	1,811	21,732
Total Net Pay	18,275	2,19,300
Benefits		
PF Employer Share @12%	1,660	19,924
Employer ESIC @3.25%	653	7,834
Gratuity per month (@4.81% of Basic)	601	7,215
Total	2,914	34,972
TOTAL CTC	23,000	2,76,000



 Lite-On India Private Limited

 200, D Block, Sector-63, Noida, Uttar Pradesh, India, 201301

 Tel: 120-332-8045/8047 website: www.liteon.com

 CIN: U31909DL2017FTC315616

Registered Address- 16A/20 W.E.A. Main Ajmal Khan Road, Karol Bagh New Delhi Central Delhi 10005 INDIA

Factory Address : LITE-ON POWER ELECTRONIC INDIA PRIVATE LIMITED
D-200, D BLOCK, SECTOR-63. NOIDA, UTTAR PRADESH, INDIA, 201301

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