

16 May, 2024

Ref : SIT/HR/OL/2023-24

To,

Mr. Pallapu Nanibabu,
6-48, Hanuman Peta, Kankipadu Mandal,
Uppaluru, Krishna,
Andhra Pradesh-521151.

Employment Offer Letter

Dear Pallapu Nanibabu,

It gives us immense pleasure in inviting you to join Sage IT as one of its valuable members. We believe that organizations grow and flourish, fuelled by the enthusiasm and energy of the people who are willing to invest into the future. We are happy that you are one such employee joining us in our effort to create a truly global corporation.

You will be designated as **Full Stack Developer** and your position will carry a compensation value of **Rs. 800,000 (Eight lakhs Only)** per annum.

Date of joining and place of work:

We would have the offer open till **18-05-2024** and prefer you to join us on or before **03-06-2024**. Please note that if you do not confirm your acceptance or we are unable to set an alternate date of joining, this offer shall be withdrawn. Your association and employment will be governed by the various employee related policies and guidelines of the organization.

Address for reporting: **Sage IT, 5th Floor, Watermark Technopark, White Field Rd, Jubilee Enclave, HITEC City, Kondapur, Telangana 500081 Hyderabad**. On your joining day, we will require you to submit the various documents for our records, as mentioned in the list enclosed.

Copies of all educational documents (SSC onwards) and certifications

1. Experience letter of all past employers & relieving/resignation acceptance letter of current employer
2. Salary slips, Bank Statements & CTC detail of employment with current employer
3. Four recent passport size photographs
4. ID Proof: PAN Card/ Photocopy of Driving License
5. Address Proof: Aadhar Card / Passport / Electricity Bill / Telephone Bill.

Please note that this offer and your employment at Sage IT shall be contingent upon satisfactory reference and background checks that may be conducted at any time from the date of this offer and shall include but is not limited to education, employment history etc. Your association and employment at Sage IT will be governed by various employee related policies and guidelines of the organization, as modified from time to time.

As much as your association with Sage IT will be governed by the terms of offer made in this letter, it will be also guided by the core values and beliefs of our organization cherished over the last many years. While welcoming you to Sage IT we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen Sage IT.

Please sign this offer letter and return the same to us as token of your acceptance of this offer letter.

For SAGE IT PVT LTD.

Swathi Murkumbi
Sr. HR Manager

Accepted Signature:

Registered Office: Sagar Apartments, Ground Floor, No-23 Gopalakrishna Road, T. Nagar, Chennai - 600017.

Branch Office: SageIT Pvt Ltd, 5th Floor, The Watermark Techno Park, White Fields Road, Kondapur, Hyderabad - 500081.

Branches: Chennai, Ongole, Mohali

Annexure - 1

EARNINGS	MONTHLY	YEARLY
Basic	26,667.00	3,20,000.00
HRA	13,333.00	1,60,000.00
Medical Allowance	1,250.00	15,000.00
Conveyance Allowance	1,600.00	19,200.00
Special Allowance	21,867.00	2,62,400.00
SUB TOTAL	64,717.00	7,76,600.00
PF - Employer	1,800.00	21,600.00
PF - Other Charges	150.00	1,800.00
TOTAL (A)	INR 66,666.67	INR 8,00,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	INR 1,800.00	INR 21,600.00
NET PAY (A-B)	INR 62,916.67	INR 7,55,000.00

For SAGE IT PVT LTD.



Swathi Murkumbi
Sr. HR Manager

Accepted Signature: