



To: Mr. Nagaraj Thangaraj

Date: 4 December 2023

Sub: Offer Letter

Dear **Nagaraj Thangaraj**,

Congratulations! We are pleased to inform you that you have been selected as “ Jr. **Front End Developer**” based on your satisfactory performance in the interview attended by you.

The terms of the offer are given below, which, if you accept, will govern your employment.

### **1. Salary**

You will be paid a CTC of **Rs. 2.16** Lakhs per annum. The breakup of the Salary will be mentioned in the Employment Agreement

### **2. Workplace**

You will initially work in our office in Vellore. However, you may be posted to any other place where our office is located or deputed to any of our client's locations.

### **3. Duties**

Your duties may vary from time to time depending on the projects as well as the business focus of the Company.

You are required to join on or before **04 December 2023**

If you wish to accept this offer, please take a printout of this letter and sign as a token of confirmation and return to us on or before **11 December 2023** failing which we will be constrained to appoint other candidate(s) for the said post(s), and this offer letter will stand cancelled.

You need to email the following documents at the time of joining on **11 December 2023**

- 10th and 12th Mark Sheets
- Undergraduate Mark Sheet and Degree Certificate
- Post Graduate Mark Sheet and Degree Certificate (If Any)
- Diploma Course Certificates (if any)
- Current Address Prof - Ration Card, License Etc
- Permanent Address Prof – Passport Etc
- Updated Resume
- 4 Passport Size Photos

## Annexure I

1. You are required to submit all the documents as per the HR joining checklist to HR department on the date of joining. You will be issued your appointment letter and first month's salary only after the submission of all your document copies along with originals for verification. If any mismatch in information from what you have documented in the employee information sheet or in the interviews is found during the documentation process or during the reference check process your employment with the company may be terminated without any notice or compensation.
2. You are required to strictly follow these office timings unless you are working on other time zones due to project/process requirements that are approved by your reporting manager and management. If anyone is observed not to be adhering to the office working hours and not following the time discipline, they will be initially warned by the reporting manager and if the employee still fails to adhere to the timings, a letter/mail warning will be issued by HR and after which if the employee still fails to follow office time discipline, the management reserves the rights to take suitable action against the employee, which may also lead to termination of your employment by the company without any notice or compensation.
3. You cannot join the company without the relieving letter of your previous company. If relieving letter will be issued to you later as per your previous company policy, please submit your resignation acceptance letter. If you are submitting the printout of the mail copy of your Relieving letter/resignation acceptance, please ensure that it is attested by your previous company HR with signature and the company seal. Mail copies / letters on plain white paper (without letter head) without signature and seal are not accepted.
4. It is compulsory that you need to read your Innocraft appointment letter thoroughly and submit the hard copy of the company's original acceptance letter with your signature to HR before you are enrolled into the rolls of the company. So as per our company policy, you are required to come in on your joining date with all the documents as per the checklist given and after the submission of those documents you will be issued with the company's copy of the appointment letter for your understanding. Your joining formalities will be complete post your acceptance of the same.



## Annexure II

### CTC STRUCTURE:

	Monthly Salary (In Rupees)	Annual Salary (In Rupees)
Basic	8000	96000
HRA	3200	38400
Conveyance Allowance	1600	19200
Special Allowance	5200	62400
<b>Total Gross Salary</b>	<b>18000</b>	<b>216000</b>
Performance bonus	0	
	<b>18000</b>	<b>216000</b>

For further clarification, please feel free to contact us.

Yours truly,

**Innocraft Technology Pvt Ltd**

### ACCEPTANCE OF OFFER

\_\_\_\_\_ I hereby declare that I  
accept this Offer Letter \_\_\_\_\_

**Employee Signature**