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hr@corizo.in  
https://corizo.in Bengaluru,  
Karnataka 560068

13th February, 2025

## **OFFER LETTER**

**Dear M Jayanth Sriram,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.

Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

**Please find the details of your Employment below:**

- 1.**Date Of Joining:** 14-02-2025
- 2.**Designation:** Inside Sales Specialist
- 3.**Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
- 4.**Compensation Offered:** Fixed CTC - INR 360,000 p.a plus a Variable CTC of INR 250,000 p.a which is uncapped as of date.

**Period of Service:** The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable.

### **Benefits:**

- Incentives will be provided in accordance with the company policy and the established incentive structure.
- Bonus will be awarded based on yearly performance and subject to eligibility and applicability criteria.
- You are eligible for Annual Leave as per the company Leave Policy.

### **Acceptance and Commencement:**

Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance to the offer, you are required to:

- Respond via email to [hr@corizo.in](mailto:hr@corizo.in) to communicate acceptance of the offer and to confirm your Joining Date.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

### **Resignation & Termination:**

In case any employee wishes to resign from the organization, needs to drop a resignation mail to the respective reporting manager and HR department and the mail should include the last working day and the reason for resignation.

- Notice period is mandatory to serve in order to avail full and final settlement and experience certificate from the organization.

The company reserves the right to terminate employment if any company policy is breached or if performance is deemed unsatisfactory.

**Notice Period:**

- Employee who has been confirmed in the service of the company has to serve 30 days of Notice Period incase if he/she resigns from the organization.
- An employee can serve 50% of his notice obligation and request his own superior to waive the balance 50% service obligation by offering either to surrender the leave in lieu thereof or by paying for the short notice and the superior is at his absolute discretion to either recommend the proposal to the HR or reject it.
- HR Department is at its absolute discretion to either accept or reject the recommendation given by the superior of the employee on the short notice obligation.
- In any case, minimum service obligation of an employee resignation from the company post resignation is 30 days and no superior can waive / relax this condition for any reason what so ever.

Further, on the Joining Date, please bring

- (i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
- (ii) four (4) self-photographs of passport size (with white background),
- (iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
- (iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <[hr@corizo.in](mailto:hr@corizo.in)> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

**From Corizo Edutech Pvt.Ltd,**



**SUDAKSHINA DEBORAH MOSES**  
HR MANAGER

***Acceptance of the candidate:*** I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

***Name :***

***Date :***

***Signature :***

