

Ref: PIPL/HRD/2023/1849

Mr. Ritik Kumar
Kolkata, India

19-Jul-2023

Subject: Offer of Employment

Dear Mr. Ritik Kumar,

On behalf of Promact Infotech Private Limited, I am pleased to confirm our offer of employment to you as a **"Software Engineer- Trainee"** in our team. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization from the month of **January 2024**.

The terms and conditions of your training with the organization are set forth below:

- You will be required to attend **three months** of training from January 2024 to March 2024 at our **Vadodara office**.
- **During Training period;**
 - You are eligible to receive the stipend amount of Rs.10,000/- per month along with accommodation amount of Rs. 2,000/- per month.
 - Only during your training program, there will be 6 days working in a week.
 - Leaves are acceptable only for health reason and will be considered as Leave without pay.

After completing the training period, permanent employment will continue based on your performance evaluation after the training period. Your annual **Cost to Company (CTC) will be Rs. 5,00,000/-**, subject to standard statutory and other deductions as per company policies.

The following documents have been attached for your records and shall be provided to the Employer on the day of joining in the month of **January 2024** in a form of soft copy.

- 5th Semester Marksheet
- Aadhar Card
- Cancelled Cheque Image of your own bank account

Please confirm your acceptance of the terms of this offer by **21-Jul-2023, 10:00 am**, failure to which the offer will be considered void and will be revoked.

We look forward to having you on our team!

Sincerely,

For Promact Infotech Private Limited**Milin Desai**

20-07-2023