Date: Date Of Joining

Dear Employee Name,

Greetings from Varsity Education management Pvt Ltd.!

Based on your application and the subsequent discussion we had with you, we are pleased to offer you the position **“Designation”** in **“Department Name”** department of Varsity Education management Pvt Ltd., **“Building name”**, **“City”** with the following terms and conditions:

Annual compensation of INR **“CTC”** (CTC in words only) per annum.The salary breakup is attached for reference. Income tax will be applicable as per the relevant income tax slab.

Varsity is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. Varsity Education Management (P) Limited is engaged in the business of providing auxiliary educational services, Accounting Services, Pay roll services, IT Management Services, ERP Services, Procurement Services, Vendor management services etc., to various educational trusts.

We are on board since 2010 and grown into an independent and trust service provider.

Our corporate office is registered at Mumbai & we have an operational presence in 14 states.

These shared values and beliefs are the influencers of everyday work culture at Varsity that. has eventually built our ethos.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our respective allotted campus on 20thSeptember 2023. Please keep your recruiter informed, in case of an advancement in the joining date.

Please endorse your acceptance on or before 20th September 2023.

# ANNEXURE – 1

|  |  |  |
| --- | --- | --- |
| **Name** | **XXXXXX** | |
| **Designation** | **XXXXXX** | |
| **DOJ** | **XXXXXX** | |
| **TOTAL CTC OFFERED** | **XXXXXX** | |
| **MONTHLY COMPONENT** | **XXXXXX** | |
| **VARIABLE COMPONENT** |  | |
|  | **MONTHLY** | **ANNUAL** |
| Basic |  |  |
| HRA |  |  |
| Bonus |  |  |
| Children Education allowance |  |  |
| Children Hostel allowance |  |  |
| Special allowance |  |  |
| **Gross** |  |  |
|  |  |  |
| ER PF |  |  |
| ER ESI |  |  |
| EE PF |  |  |
| EE ESI |  |  |
| INCOME TAX |  |  |
| Gratuity |  |  |
| Professional Tax |  |  |
| NET |  |  |
| **Total Salary CTC** |  |  |

You will be covered under the Payment of Gratuity Act and will be eligible for gratuity benefits under the scheme after completion of stipulated period of employment in Varsity. The gratuity is payable on retirement from service or separation from the company on meeting the conditions of the Act. A period of absence without pay will not be included for arriving the period of service for Gratuity entitlement.

Acknowledgement and Acceptance of Appointment with Varsity

I, have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on 20th September.

Signature:

Name:

Date:

Place: