

22-Dec-2023

Mayur Madanpant Sonar
Amravati.

Dear Mayur Madanpant Sonar ,

This is with reference to the discussions you had with us in the last few days based on which we are now pleased to offer you a position with us as an employee at our **Pune** office. You will be designated as **Sr. Software Engineer at G4**.

On joining, you will be called upon to sign an Appointment Letter specifying the terms and conditions of employment as applicable from time to time. The Appointment Letter will come into effect not later than **02-Jan-2024**. The compensation would be as per the Annexure given along with this Letter of Intent. Your compensation shall be reviewed annually.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, however, in case of emergency such transfers may be made effective immediately.

During your employment, for the initial 60 days from your date of joining **02-Jan-2024** the company, your work location would be **Pune** and **PUNE 3**. Post this, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. Your acceptance of this offer implies that you are also well equipped to work from your place of residence as and when and for as long as required. This includes a good, secured internet connection, comfortable workspace, required gadgets like headsets, webcams etc.

You will be on permanent rolls of the company from the day of joining and consequently, a stipulated notice period of three months or salary in lieu thereof, will be applicable to you from the day of joining. Salary for purpose of this clause means Basic Salary. However, the decision to release you earlier than three months would be solely at the discretion of the management. Notwithstanding anything contrary contained herein the notice period stated in this section is subject to any other agreement / understanding or trainee bonds that the employee has entered into with the company whether in past, present or future, AND in the presence of such agreement / understanding or trainee bonds, the notice period stated in this section shall apply on completion of such other term / period / duration as agreed under any such documents / agreements.

Please indicate your acceptance of this offer by 23-Dec-2023. This offer is further subject to your completing successfully the background verification stipulated by Hexaware Technologies Limited provided that you submit all the requisite documents requested by Hexaware Technologies Limited one (1) week prior to your joining date.

As a token of your acceptance, that you have read and understood this Letter of Intent and Annexure, please sign the duplicate copy of this letter and confirm the date on which you can begin your employment with us.

Truly yours,
For Hexaware Technologies Limited,



Ramesh Sreedhar
Associate Vice President– Recruitment

I accept the above offer of employment
Mayur Madanpant Sonar

ANNEXURE I		
NAME: Mayur Madanpant Sonar	DATE: 22-Dec-2023	
EMP NO:	DOJ: 02-Jan-2024	
DESIGN: Sr. Software Engineer	GRADE: G4	
w.e.f. 02-Jan-2024	Monthly	Annual
Fixed components		
Basic	30,000	3,60,000
HRA		1,80,000
Flexible components ¹		5,36,300
Total - Fixed Components		10,76,300
Variable components :		
Variable amount on Individual Performance ²		60,000
Total – Variable Components – at maximum		60,000
Other Annual Benefits		
Medical Insurance premium contribution ⁴		2,500
Retiral benefits		
Gratuity premium contribution ³		18,000
Provident Fund @12% of Basic	3,600	43,200
Total		61,200
Total Cost To Company		12,00,000

Notes:

1. You will be able to split your entire flexible component amount into various elements in line with the Company guidelines.
2. Individual variable payment, if applicable, will be paid as per Hexaware Variable Payout policy.
3. Statutory Bonus will be payable along with the monthly salary.
4. You will be eligible for benefits under the Gratuity Scheme of Hexaware Technologies Limited, subject to a minimum of 5 years of continuous service with Hexaware.
5. You will be covered for Mediclaim insurance under the Group Hospitalization scheme of the Co. Compensation structure is subject to various labour legislations. You will be notified separately as and when such changes happen in the legislations governing the compensation.