OFFER LETTER

Date: {{dol}}

To,

{{name}}

**Subject: Appointment Offer for the Role of {{des}}**

After a series of productive discussions and careful evaluation of your skills, experience, and aspirations, we are thrilled to extend this offer of employment to you for the role of {{des}} with Care Cycle Dynamics. We are confident that your contributions will play a pivotal role in our ongoing success and growth.

**1. Appointment Details**

Your role with us will officially begin on **{{doj}}**, and your primary work location will be Noida. Should you have any constraints regarding this date, please inform us immediately so that we can coordinate accordingly.

**2. Compensation & Benefits**

We are pleased to offer you a total annual compensation package of **₹{{ctc}}/-**. A detailed breakdown of this compensation is provided in Annexure A.

**Performance-Based Incentives**

In addition to the fixed compensation, you are eligible for lucrative performance-based incentives. These incentives will be directly tied to your individual performance, as well as the company's objectives. The detailed structure and metrics for these incentives will be explained during your onboarding.

**Confidentiality of Compensation**

We emphasize that all salary, incentive, and benefit details are strictly confidential. These details must not be discussed with anyone other than your reporting manager or designated HR personnel.

**3. Career Growth & Performance Reviews**

At Care Cycle Dynamics, we value growth and recognize contributions through annual appraisals. Our performance review cycle begins in September, and your salary increment, if applicable, will be based on your performance, adherence to company values, and overall contribution to the team.

**4. Work Environment, Hours, & Holidays**

We are committed to fostering a balanced and supportive work environment. Below are the details of your work schedule and holiday entitlements:

* Working Hours: Standard working hours will be from 07:00 AM to 04:00 PM IST, including an hour-long lunch break. Flexibility may be offered depending on business needs.
* Public Holidays: You will be entitled to 10 public holidays per year, in addition to any leave policies applicable to your role.

Specific details about leaves and holidays will be shared during your induction.

**5. Employment Policies**

Separation Policy

1. Employee-Initiated Resignation:  
   Should you decide to resign from your role, you will need to serve a 15-day notice period. If unable to serve the notice period, you may need to compensate the company monetarily, equivalent to the unserved notice period. Relieving and experience letters will only be issued after successful completion of this process.
2. Company-Initiated Termination:  
   The company reserves the right to terminate your employment in cases of:
   * Misconduct or violation of company policies.
   * Consistently unsatisfactory performance.
   * Actions detrimental to the company’s reputation or business interests.

In such cases, termination may occur without prior notice or pay.

Full & Final Settlement

If you resign, your full and final settlement will be processed within 30 days from your last working day, subject to receipt of all clearance documents and tax-related submissions.

**6. Additional Terms & Conditions**

For your reference, detailed employment terms are outlined in Annexure A. Key points include:

1. Background Verification: Your employment is contingent upon the successful completion of background checks. Any discrepancies may result in the withdrawal of this offer or termination of employment.
2. Confidentiality Agreement: You are required to safeguard all company-related information, including client details, operational methods, intellectual property, and trade secrets, both during and after your employment.
3. Flexible Assignments: The company reserves the right to transfer you to any branch, department, or associated company, ensuring continuity in your employment and benefits.
4. Compliance with Policies: You are expected to adhere to all company policies, including performance benchmarks, code of conduct, and health and safety regulations.

**7. Medical Fitness**

If at any point during your employment, it is determined that you are medically unfit for work, the company may request you to undergo a medical evaluation and reserves the right to take necessary actions based on the results.

**8. Retirement Policy**

The company follows a mandatory retirement policy at the age of 60 years. Your date of birth, as officially recorded with the company, will be used to determine this.

**9. Joining Formalities**

Please bring the following documents on your first day:

* Proof of identity (Aadhaar, Passport, etc.).
* Proof of educational qualifications.
* Previous employment certificates and payslips (if applicable).
* Bank details for salary processing.

**Acceptance of Offer**

To confirm your acceptance of this offer, please sign and return a copy of this letter to us. Should you have any questions or require clarifications, do not hesitate to contact our HR department.

We look forward to welcoming you to the **Care Cycle Dynamics** family and embarking on a successful journey together.

**Terms & Conditions of Employment**

1. Probation Period: The first six months of your employment will be considered a probationary period. Confirmation will depend on satisfactory performance during this time.
2. Leave & Absence: Unapproved absences beyond 2 days during probation or 7 days post-confirmation will be treated as job abandonment, leading to termination.
3. Notice Period Waiver: The company may, at its discretion, waive or adjust the notice period requirement.
4. Performance Reviews: Increment decisions will be based solely on performance evaluations and are not automatic or guaranteed.

By signing this document, you acknowledge your understanding and acceptance of the above terms.

**For Care Cycle Dynamics Receivers Signature**



(Authorized Signatory) Signature:

Full Name:

**Suraj D.**

**Manager HR**

**Compensation and Payment Structure**

1. **Basic Salary:**
   * **Monthly Basic Salary:** ₹{{mbs}}.
   * **Annual Basic Salary:** ₹{{abs}}.
   * This is the foundational part of your salary and is fully taxable as per income tax laws.
2. **House Rent Allowance (HRA):**
   * **Monthly HRA:** ₹{{mhra}}.
   * **Annual HRA:** ₹{{ahra}}.
   * HRA is provided to help cover your housing expenses. It may be eligible for tax exemptions based on the actual rent paid and applicable income tax rules.
3. **Travel Allowance:**
   * **Monthly Travel Allowance:** ₹{{msb}}.
   * **Annual Travel Allowance:** ₹{{asb}}.
   * This component is intended to support your commuting and travel expenses.
4. **Food Allowance:**
   * **Monthly Food Allowance:** ₹{{msa}}.
   * **Annual Food Allowance:** ₹{{asa}}.
   * This allowance is provided to assist with daily meal expenses during working hours.
5. **Gross Salary:**
   * **Monthly Gross Salary:** ₹{{mgs}}.
   * **Annual Gross Salary:** ₹{{ags}}.
   * This is the total monthly and annual earnings before deductions, including all allowances and components listed above.
6. **Professional Tax (PT) and Administrative Charges:**
   * A fixed deduction of **₹800 per month** for PT and administrative charges.
   * This totals **₹9600 annually**.
   * PT is a statutory deduction, while administrative charges help maintain organizational systems and processes.
7. **Cost to Company (CTC):**
   * **Monthly CTC:** ₹{{mctc}}.
   * **Annual CTC:** ₹{{actc}}.
   * CTC represents the total monetary value of your employment, including all salary components and benefits.

**Additional Points:**

* **Taxes and Deductions:**
  + Income Tax and other statutory deductions will be applied as per the current government regulations. The net salary credited to your account will be the gross salary after applicable deductions.
* **Payment Schedule:**
  + Your monthly salary will be credited to your registered bank account on or before the **7th working day** of each month.
* **Benefits and Incentives:**
  + Any performance-based incentives are over and above the CTC and will be disbursed as per company policies.