

25th February 2019

Letter of Intent

To,
Rashmi M

Address:

D/O Shreedhara Magal, #1270, 2nd Main, Siddartha Hostel Road,
Krishnamurthypuram, Mysore
Lakshmipuram, Karnataka, 570004

Dear Rashmi,

With reference to your application and subsequent interviews you had with us, we are pleased to extend you the offer of employment for the position of **"Account Manager"** with our organization. Your date of joining will be **26th March 2019**. Your place of posting would be at **Hyderabad**. Your appointment is subject to the following:

1. Confirmation of your acceptance within 48 hours via email
2. Two Satisfactory referrals

In the event either of the conditions mentioned above is not fulfilled to our satisfaction, we reserve the right to withdraw/terminate this offer without any notice or assigning reasons thereof. You are requested to join us on **26th March 2019**. Any changes in the date of joining need to be pre-informed and approved. You are also requested to produce the following documents (Xerox & Original) at the time of joining:

1. Copy of Birth/School Passing Certificate (Class X)
2. Copy of Passing Certificate (Class XII)
3. Copy of Graduation/Post Graduation Degree/Certificates
4. Copies of Appointment Letters and Relieving Letters from all previous Employers
5. Original Copy of Last 3 Salary Slip received from previous Company
6. Cancelled Cheque of HDFC Account (if applicable)
7. Cancelled Cheque of the previous salary account (if applicable)
8. Five recent passport size photographs (Self)
9. Original copy of FORM 16 (Tax Deducted at source) from previous employer (if applicable)
10. ID Proof (Mandatory - PAN Card, Optional - Driving License)
11. Address Proof (Mandatory - Aadhar Card, Optional - Voter ID card, Passport)

A comprehensive Appointment Letter containing the detailed terms and conditions of the employment will be shared with you on the day of joining. Your Cost to Company will be **Rs. 13,20,000 Per Annum**. You would be eligible for PLI/other benefits per the company policy.

(Accepted)

Sincerely yours,

Simplify Workforce Technologies Pvt Ltd


Neha Khanna
Sr. Executive - Human Resources

SIMPLIFY WORKFORCE TECHNOLOGIES PVT LTD.

Hyderabad : Level 1, Building No. H08, aVance Business Hub, IT / ITES SEZ, Phoenix Infocity, Hitec City-2,
Gachibowli (V), Serilingampally (M), R.R. District, Hyderabad - 500 081.

Annexure 1

Compensation Details

Annual Compensation: Gross CTC 13,20,000 Per Annum

Sr. No.	Particulars	Amount (INR)
Name – Rashmi M		
DOJ – 26th March 2019		
1	Basic	55,000
2	HRA	27,500
3	Medical Allowance	1,250
4	Books, Periodic & Telephone Allowance	3,000
5	Special Allowance	21,450
6	PF Contribution by Employer	1,800
	Monthly CTC	1,10,000
	Annual CTC	13,20,000

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax, as applicable

Accepted

For Simplify Workforce Technologies Pvt Ltd



Neha Khanna
Sr. Executive – Human Resources

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