



10th July 2020

Subject: Offer of Employment

Dear Rashmi Magal,

With reference to your application & subsequent discussion, we are pleased to offer you the post of “**Account Manager – US Staffing**”. Your annual salary package will be **Rs.14,30,000/- (Rupees Fourteen Lacs Thirty Thousand Only) which is subject to applicable tax deduction.**

Your remuneration will be considered for revision up to **Rs.15,73,000/- (Rupees Fifteen Lacs Seventy Three Thousand Only)** only if you successfully meet assigned KRA in three months (i.e. Jul-20, Aug-20, Sep-20).

The above offer is subject to verification of the certificates & testimonials, which have to be submitted at the time of joining as listed under:

1. Certificates of Education
2. Age & Address Proof (PAN Card & Adhaar Card)
3. Past Employment proof (experience, relieving & salary certificate of last 2 employers)
4. 4 Passport size photographs.
5. Accepted Resignation Copy/Relieving Letter of current organization.

You are expected to join on or before 15th July 2020.

A detailed Appointment Letter and the Agreement to be executed between yourself and the Company and shall be issued to you at the time of Joining subject to receiving of the above mentioned documents. This Offer Letter shall be read and construed in conjunction with the Appointment Letter, the Employee Agreement and the HR Policies of the Company. This offer shall be valid only if the same is accepted on or before **11th July 2019.**

This offer shall be valid after successful verification of information provided by you.

Kindly sign and return the duplicate copy of this letter as your acceptance.

We welcome you to our organization and look forward to a long and mutual beneficial relationship.

For Rtech Information Systems,

A handwritten signature in blue ink, appearing to read 'Siddharth Shinde', written over a light blue rectangular background.

Siddharth Shinde
Manager - Human Resources

Annexure (Salary Break up)

Name of Candidate	Rashmi Magal	
Location	Hyderabad	
Designation	Account Manager– US Recruitment	
PF Status	No	
Particulars	Per Month	Per Annum
Basic Salary	59584	715002
HRA	29792	357501
Personal Allowance	17604	211251
Sub Total (A)	106979	1283754
Variable Pay (B)	0	0
Total CTC (A+B)	106979	1283754
Additional Benefits*	0	0

**Note:- Flexi Basket Benefits will be applicable in subject to based original bills submitted only.
In-case bills not submitted amount will be considered as taxable**

Employee Reimbursement		
Fuel and Car Maintenance Reimbursement	8938	107250
Phone Reimbursement	1000	12000
Stationery & Books periodicals Reimbursement	1000	12000
Internet Reimbursement	1250	15000
Total Reimbursement	12188	146250
Net Payable Inhand	119167	1430004

Note: -All compliance and law of land will be implemented as and when applicable

Notes

1. All payments are subject to appropriate taxation.
2. PF, ESIC, Gratuity, Bonus, Professional Tax, & TDS are applicable as per respective acts.
3. Gross Salary excludes Employee's PF contribution, P.T, & applicable TDS.

All Payments, like Salary, Perquisites, Reimbursements, Incentives, Bonuses and Commissions are all subject to the Provisions of Tax Laws. The mentioned CTC Salary if effective from your date of joining and the Net salary will solely depend on your investments and other statutory withholdings according to the Tax Laws.