



March 10, 2021

**APOORVA GUPTA**  
001253429

Dear **APOORVA ("Employee/You")**,

Optum Global Solutions (India) Pvt. Ltd.'s ("Company") mission is to help people live healthier lives. Our employees support this mission, regardless of their specific role, through their values and performance. Your contributions help the Company execute and meet the challenging objectives that allow us to achieve our mission.

We are pleased to inform you that, you are being designated as **Associate Manager Business Systems**, in **Salary Grade 27**, and your Total Annual Fixed Salary shall be **INR 1,722,413.00, (Rupees Seventeen Lakhs Twenty Two Thousand Four Hundred Thirteen Only)** with effect from **March 31, 2021**. Your Target Annual RRP will be **20 % of the Annual Fixed** and location as **4th and 5th Floor, Block 2 of Phase 1 in IT/ITES SEZ of M/s ITPG Developers Pvt. Ltd. Sector 59, Gurgaon\*\***.

- The RRP will be payable as per the prevailing policy/program, pro-rated for the remainder of the calendar year and subject to your performance assessment and funding approved by the Management.
- Employees would be eligible for PF as per the Employee Provident Fund & Miscellaneous Provisions Act, 1952.

Please note that your notice period would be as per the company policy. Either Company or You may at any time terminate your employment without cause by giving in writing to the other party, **90 days** notice. The Company reserves the right (i) either to accept your pay and allowance towards the notice period or (ii) demand for actual service or (iii) right to recover / receive a sum equal to the amount or pro-rated amount of salary which would have otherwise accrued to you during such notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to the original letter of appointment.

Your acceptance of your revised salary shall be deemed acceptance of revised term of the notice period and other terms, as specified in this letter. Except as expressly provided in this document, the other terms and conditions of the employment letter remains same.

Thank you again for your contribution to the success of Optum Global Solutions (India) Pvt. Ltd.!

**For Optum Global Solutions (India) Private Limited**

**Sumek Gopal**  
Vice President | Human Capital

***\*\*As a part of the IJP process if you are transferred to a new location it is mandatory for you to raise a transfer request on ITP tool and obtain a Transfer Letter. For further query, please contact HR Direct team.***

What makes you special can inspire **your life's best work.SM**

