

November 24, 2023

To,  
Mr. Suraj Shinde,  
E-1, Laxmi Colony, Room No. 1, Chawl No. 5,  
Jarimari Nagar, Tiasgaon Road, Thane-421306.

**Subject: Offer of Appointment as Associate Software Engineer**

Dear Suraj,

This refers to your application and subsequent interviews with us. We are pleased to offer you an appointment in our organization as **Associate Software Engineer** at 'CL7' level in the organization.

Your Cost to Company will be Rs. **433,095/-** per annum. Details of salary and benefits are outlined in annexure 1, which also reflects the overall Cost to Company (CTC). You are expected to join us on or before **December 04, 2023**. In addition to the above, you are also eligible for assured incremental gross salary of **Rs. 1,00,000/-** (amounting to total gross salary of Rs. **5,50,000/-**) on completion of one year and **Rs. 2,00,000/-** (amounting to total gross salary of Rs. **7,50,000/-**) on completion of second year. This shall be subject to any deductions required by law. The amount of the increment will vary based on the achievement of Company and individual performance criteria established by the Company.

You will be on probation for a period of six months from the date of joining and will be confirmed on satisfactory performance. Your performance during the probation period will be reviewed by your manager or HR or the Company representative.

Based on our company policy you should send us a copy of your resignation letter submitted to your current employer within **THREE** working days of receiving this letter and the acceptance of Resignation letter from your current employer within **SEVEN** working days on receipt of this offer letter or you have to confirm us well in advance when you shall be giving the acceptance letter which will not be more than 10 days, if no reply is received, this offer becomes null and void and we shall be moving forward with the next short listed candidate for the position.

The detailed terms and conditions will be mentioned in the Employment Agreement, which will have to be signed by you on your date of joining.

We expect to receive the photocopies and originals of following documents on the first day of your joining. The originals would be returned to you after verification.

- |  |                                 |
|--|---------------------------------|
| 1. Relieving letter or Resignation Acceptance letter or Experience letter of all companies | 5. PAN card – Three copies      |
| 2. Salary / Earning certificate – Mandatory  | 6. Address Proof – Three copies |
| 3. Certificate of Merit / Appreciations (if any)   | 7. Proof of Date of Birth       |
| 4. All Educational Marks sheets and Certificates   | 8. Six Photographs              |
|  | 9. Aadhar Card - Photocopy      |

Please sign the duplicate of this letter as a token of your acceptance and return the same to us. On your day of joining, you are requested to connect with HR Operations via the contact details that will be shared with you to your personal email\_id.

You are expected to do any business travel/visits as and when required. We are sure that our working environment will be conducive to helping you grow professionally as well as personally. We welcome you to being a part of LearningMate Solutions Pvt. Ltd. family and also look forward to your valued contribution in taking LearningMate to greater heights.

Yours Faithfully,  
For **LearningMate Solutions Pvt. Ltd.**

**Samudra Sen**  
Chief Executive Officer



**Private and Confidential**

Name: **Suraj Shinde**  
 Designation: **Associate Software Engineer**  
 Joining Date: **December 04, 2023**

<b>A</b>	<b>Total Annual CTC</b>		<b>433,095</b>
<b>B</b>	<b>Monthly Gross</b>	<b>C + D + E + F</b>	<b>33,774</b>
C	Basic		17,153
D	HRA		8,577
E	Other Allowances		7,444
F	Reimbursement *		600
G	Yearly Gross	$B * 12$	405,288
H	Food Wallet		0
I	Employer's PF Contribution		21,600
J	Insurance**		6,207
<b>K</b>	<b>Fixed Yearly CTC</b>	<b>G + H + I + J</b>	<b>433,095</b>
L	Professional Tax		200
M	Employee's PF contribution		1,800
N	Food Wallet	$H / 12$	0
<b>O</b>	<b>Net Monthly Salary</b>	<b>B + N - L - M</b>	<b>31,774</b>

\*Bonus will be paid as applicable as per Bonus Act.

\*\*Insurance comprises of benefits towards Group Personal Accident, Group Term Life and Group Medical Insurance. The sum assured and pursuant annual premium calculation is a function of your age, career level, CTC and the rates as shared by the Insurer. The details of the same have been discussed with you. Consult the HR team if you seek further clarity on the same.

In case you wish to opt for Food wallet, let us know so that we can modify the break up. Food wallet will be then added only in the next financial year and not in between.

### **Annexure II: Reimbursement (CL7)**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Maximum Limit per month</b>
1	Internet	600

Your entitlement is Rs. 600/- per month. The above particular(s) have been considered to the maximum limit towards arriving at the total Reimbursement component based on your Career Level eligibility.

Above reimbursements are in lieu of expenses incurred for official purposes and therefore, proper proof of payments/receipts wherever applicable, is required to be furnished with the claim. The Income Tax (if any) will be deductible as per Income Tax Act/ Rules, amended/ clarified from time to time by concerned authorities. In the event of the scrutiny of these payments by the Income Tax authorities and consequently treating the same as taxable remuneration, any tax liability/ deduction determined by the said authorities will be your responsibility and be borne by you solely.