

Date: 12-03-2020

To,
Mr / Ms. Vasudevareddy Reddem

Offer of Appointment

Dear Mr / Ms. Vasudevareddy Reddem,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Senior Associate (L2 - B3)" in our organization.

1. Your Cost to company will be Rs. 750000 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 23-03-2020, failing which this offer expires. You are required to submit following at the time of joining:
 - Copy of birth certificate (or other proof of date of birth)
 - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
 - Copy of all employment offer letters and relieving letters
 - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	29731	356777
HRA	14866	178388
Statutory Bonus	1400	16800
Conveyance	1600	19200
Telephone Allowance	1500	18000
Internet Allowance	1000	12000
Medical Reimbursement	1250	15000
Special Allowance	8116	97388
Gross Salary	59463	713553
Food Allowance	1100	13200
LTA	0	0
Insurance	0	1647
Employer Share of PF	1800	21600
Employer Share of ESI	0	0
Total Cost to the Company [CTC]	0	750000

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Vasudevareddy Reddem