**LETTER OF INTENT**

# **Name: {NAME}**

**Reporting Person: {RP}**

**Location: {LOCATION}**

# **Date: {C\_DATE}**

Dear **{NAME},**

Thank you for exploring career opportunities with Dakshi Foundation. Further to the offer discussed with you during your recent interview, we have pleasure in offering you a position as a **{DESIGNATION}** with **Dakshi Foundation Innovation for Change**. You are expected to join us on **{JOIN\_DATE}**.

# Salary

The CTC will be **INR {CTCpa} ({SALARY\_IW})** per annum from the day of your joining (refer Annexure A). This amount includes basic salary, taxable and non-taxable allowances, benefits and perquisites payable monthly) and other social security and statutory payments. The above amount will be paid to you monthly subject to tax and other statutory/legal deductions, as applicable via laws and regulations.

**Other Benefits:**

**Group Medical Insurance:** You are covered to the extent of INR 250,000 sum insured for self.

# Duties and responsibilities

The extent and nature of the services to be performed will be dependent on the Firm needs and as communicated to you by your partner or designated seniors in the Firm routinely. You will be engaged full time and exclusively towards duties and responsibilities as assigned by the partners of the Firm or your designated seniors in the Firm. You cannot engage in any work that accords any monetary benefits without prior written approval from the Firm. Granting or otherwise of such approval will be at sole discretion of the Firm. You shall be responsible to adhere to the Firm's policies as may be in force from time to time, such as with regard to training, your investments, personal disclosures or declarations.

# Probation

You shall be on probation for a period of Six (6) months from the date of commencement of your duties, the period of which may be further extended at the discretion of the Management.

# Notice Period and Termination

* 1. During the probationary period described above, either party can terminate the employment by giving two months’ notice period to the other party, further negotiable up to one month at the sole discretion of Reporting Partner/Firm, subject to the release date being approved by Reporting Partner or the Firm. After confirmation of services, the notice period is up to Three months completely at the sole discretion of Reporting Partner/Firm (to agree the release date & salary payment in lieu of notice, if any), subject to the release date being approved by Reporting Partner.
  2. In case you wish to leave the firm without serving any notice period and/or intend to serve reduced number of days from your actual notice period, the same shall be subject to ‘**Buy-out option**’ by your prospective employer **OR** your salary shall be deducted and adjusted proportionally **OR** you shall be liable to compensate the firm, for such number of days, unserved by you. Notwithstanding, anything contained herein, the final decision to reduce the notice period shall finally vest with the Managing Partner of the Firm.

# Leave Details

Your leave entitlement will be as provided in the Leave policy of the Firm as amended from time to time, for more details please refer leave policies. There will not be any Leave encashment in the F&F for the Leave accumulated, neither there will be any leave adjustments in the notice period.

You are required to sign an Employment and a confidentiality agreement prior to joining. Please sign, return one copy of the offer letter, and send it back to us along as an acceptance of the offer, confirming your date of joining. The other copy is to be retained by you for your personal record. If you have not done so already, please send copies (clear and good quality) of the following documents:

1. Copies of S.S.C./H.S.C./Graduation/Post-Graduation (Degree) certificates and all other qualifications, along with semester-wise mark-sheet as applicable.
2. ICAI Documentary proof (If any)
3. Relieving letter and Service Certificate from your present employer if any.
4. PAN Card and Aadhar Card (2 photocopies) & 2 Passport Size Photograph.

We would like to congratulate you on your success and hope you will find working at Dakshi Foundation Innovation for Change a rewarding and enjoyable experience.

Should you have any queries on any of the above, please do not hesitate to contact us. Sincerely,

For Dakshi Foundation Innovation for Change





Human Resource

**Annexure A- illustrative compensation break-up**

|  |  |  |
| --- | --- | --- |
| **Cost to Company (CTC)** | | |
| **Salary Break-up** | | |
| **Name** | {NAME} | |
| **Date Of Joining** | {JOIN\_DATE} | |
| **Designation** | {DESIGNATION} | |
| **Cost to Company (CTC)** | INR {CTCpa} | |
| **Particulars** | **INR (per month)** | **INR (per annum)** |
| (i) Basic | {BASIC} | {BASICpa} |
| (ii) HRA | {HRA} | {HRApa} |
| (iii) Special Allowance | {SA} | {SApa} |
| **Gross Salary (A)\*** | **{GS}** | **{GSpa}** |
| (iv) Gratuity | {GRATUITY} | {GRATUITYpa} |
| (v) Employer's PF Contribution (12% of basic or 1800 whichever is less) | {PF} | {PFpa} |
| **Retiral Benefits (B)** | **{RB}** | **{RBpa}** |
| #Insurance Premium | **{IP}** | **{IPpa}** |
| **Total Cost to Company (A) + (B)** | **{CTC}** | **{CTCpa}** |

\* Gross salary (A) will be paid subject to tax and other statutory /legal deductions, as applicable per prevalent laws

And regulations.

Employee contribution to provident fund will be deducted as per the Employee Provident Fund & Miscellaneous Provision Act 1952.

Gratuity is applicable as per the payment of Gratuity Act 1972

#Insurance Premium is only indicative and the actual may vary on renewal of the policy in Aug’24. The same will be deducted from your monthly salary.