

**26-Apr-2025**

**Debdoot Sen  
Kolkata**

**Dear Debdoot,**

This is with reference to the discussions you had with us in the last few days based on which we are now pleased to offer you a position with us as an employee at our **Pune** office. You will be designated as **Sr. Software Engineer** at **G4**.

On joining, you will be called upon to sign an Appointment Letter specifying the terms and conditions of employment as applicable from time to time. The Appointment Letter will come into effect not later than **26-Apr-2025**. The compensation would be as per the Annexure given along with this Letter of Intent. Your compensation shall be reviewed annually.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, however, in case of emergency such transfers may be made effective immediately.

During your employment, for the initial 60 days from your date of joining (**26-Apr-2025**) the company, your work location would be **Pune** and **Hinjewadi IT - Unit 3**. Post this, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. Your acceptance of this offer implies that you are also well equipped to work from your place of residence as and when and for as long as required. This includes a good, secured internet connection, comfortable workspace, required gadgets like headsets, webcams etc.

You will be on permanent rolls of the company from the day of joining and consequently, a stipulated notice period of three months or salary in lieu thereof, will be applicable to you from the day of joining. Salary for purpose of this clause means Basic Salary. However, the decision to release you earlier than three months would be solely at the discretion of the management. Not with standing anything contrary contained herein the notice period stated in this section is subject to any other agreement / understanding or trainee bonds that the employee has entered into with the company whether in past, present or future, AND in the presence of such agreement / understanding or trainee bonds, the notice period stated in this section shall apply on completion of such other term / period / duration as agreed under any such documents / agreements.

The remuneration earned by the employee shall be subjected to applicable Indian income tax laws". The Company shall deduct and consequently deposit employees' provident fund contributions in the manner as set out under the Employees' Provident Funds & Miscellaneous

Provisions Act 1952 (EPF Act), as amended from time to time. Further, the employee shall be entitled to withdraw the accumulated contributions standing to his/her credit at the time of cessation of his/her employment, as per the manner set out under the EPF Act read with scheme framed thereunder.'

Please indicate your acceptance of this offer by **02-May-2025**. This offer is further subject to your completing successfully the background verification stipulated by Hexaware Technologies Limited provided that you submit all the requisite documents requested by Hexaware Technologies Limited one (1) week prior to your joining date.

As a token of your acceptance, that you have read and understood this Letter of Intent and Annexure, please sign the duplicate copy of this letter and confirm the date on which you can begin your employment with us.

Truly yours,  
For Hexaware Technologies Limited,



**Ramesh Sreedhar**  
Associate Vice President– Recruitment

I accept the above offer of employment  
**Debdoot Sen**

ANNEXURE I		
NAME: <b>Debdoot Sen</b>		DATE: <b>26-Apr-2025</b>
EMP NO:		DOJ: <b>26-Apr-2025</b>
DESIGN: <b>Sr. Software Engineer</b>		GRADE: <b>G4</b>
<b>w.e.f. 26-Apr-2025</b>		
	<b>Monthly</b>	<b>Annual</b>
<b>Fixed components</b>		
Basic	16000	192000
HRA	8000	96000
Flexible components1	18572	222860
Statutory Bonus	2000	24000
<b>Total - Fixed Components</b>	44572	<b>534860</b>
<b>Variable components :</b>		
Variable amount on Individual Performance2		30000
<b>Total – Variable Components – at maximum</b>		<b>30000</b>
<b>Other Annual Benefits</b>		
Medical Insurance premium contribution4		2500
<b>Retiral benefits</b>		
Gratuity premium contribution3		9600
Provident Fund @ 12% of Basic	1920	23040
<b>Total</b>		<b>32640</b>
<b>Total Cost To Company</b>		<b>600000</b>

**Notes:**

1. You will be able to split your entire flexible component amount into various elements in line with the Company guidelines.
2. Individual variable payment, if applicable, will be paid as per Hexaware Variable Payout policy.
3. You will be covered under Group Hospitalization scheme of the Co. for Medical insurance.
4. You will be eligible for benefits under the Gratuity Scheme of Hexaware Technologies Limited, subject to a minimum of 5 years of continuous service with Hexaware.

\* Compensation structure is subject to various labour legislations You will be notified separately as and when such changes happen in the legislations governing the compensation.

26-Apr-2025

To,

**Debdoot Sen**  
**Kolkata.**

Dear Debdoot ,

**Sub : Reimbursement of Relocation.**

**Position : Sr. Software Engineer- G4**

With reference to the Offer letter dated **26-Apr-2025**, you will be eligible for Reimbursement of Relocation on joining the organization.

You are requested to produce relevant documents\* supporting the reimbursements along with the copy of this letter duly accepted and signed to HR on joining the organization and the amount will be processed along with your first month's payroll. We are offering this as a gesture that you will be associated with Hexaware for a long/fruitful career. However, in the event of you resigning (i.e. your date of resignation) from the organization or being asked to leave the organization due to performance issues within 12 months of your joining, this amount will be recovered from you on or before your last working day.

All the queries in this regard will be addressed by respective HR- Business Partner.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LTD.,**



**Ramesh Sreedhar**

Associate Vice President- Recruitment

Accepted: \_\_\_\_\_

Date : \_\_\_\_\_

\*Document supporting

*\*Amount subject to appropriate tax*

## Hexaware Employee Benefits

### Overview

We are interested in, and want to support, the

professional and personal you.

We offer a wide array of programs to help you expand your skills and supercharge your career.

Hexaware is all about open doors, open minds, and open opportunities. We ensure a flexible work environment that respects your work-life balance and your growth.

Let's explore a wide array of benefits provided to you in addition to the compensation :

### Health and Wellness Benefits

- When it comes to employee satisfaction, health benefits play a crucial role
- Wellness programs are designed to support employees in making healthier choices and adopting positive habits.
- Plethora of engaging activities and initiatives like EAP, Wellness Webinars, Wellness awareness communications are planned to promote physical, mental, and emotional well-being



#### Rewards and Recognition

- We always encourages & rewards the talents for their exemplary contribution and credit rewards through InAWE Points (Digital RNR Platform)



#### Employee Centric Amenities

- Hybrid working (3 days work from office)
- Free Gym Facility
- Recreational program at office (Fun at work)
- Medical services in selected offices



#### Skills Upgradation

- Online learning through Udemy
- Hackathons
- Innovation Lab
- Women Leadership Program

### Flexi Basket

Flexi basket allows employees to structure their benefits to suit their individual needs

Provides employees the opportunity to choose from a range of components depending on their requirement

Components that can be used to structure the Flexi basket includes:

- Motor Car Reimbursement (Self Owned)
- Food Card (Sodexo): Rs.13,200/- or Rs.26,400/-pa
- Leave Travel Allowance :Max 1 basic salary
- Telephone Allowance: Rs.12,000/- pa
- NPS (Employee Contribution - max upto Rs. 50,000)

### Paid Time Off

- Work-life balance is a focal point in today's benefits landscape. Hexaware value providing employees paid time off for vacations, sick leave, and personal days.
- Monthly Credit of Earned Leave: 24 days (2 days/Month)
- Leave encashment beyond 42 days
- Sabbatical Leave Post completion of 3 years
- Special Sick leave in case of Critical Illness - 30 days
- Paternity Leave - 3 days
- Maternity Leave - 26 weeks
- Miscarriage Leave - 6 weeks
- Adoption Leave - 12 weeks
- Surrogacy Leave - 12 weeks
- Disturbance Leave - 3 weeks (in case of transfer)

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## Insurance Benefits

### Group Mediciam Insurance

The purpose of a group mediclaim insurance policy is to provide affordable and comprehensive health coverage to employees. Policy can provide coverage for all members of the family under a single policy

Base Sum Insured: INR 3 Lacs (Capped for Parents/In-Laws upto INR 2 Lacs)

Voluntary Top-up cover for 2,3 & 5 lacs (borne by the employee)

#### Highlights:

- Cashless claims in Network Hospitals
- Critical illness coverage for employees
- Maternity benefit coverage.
- Newborn coverage from Day 1
- Infertility treatment coverage
- Modern treatment covered.

### Out-Patient Coverage

Out-Patient coverage policy is designed to cover for the outpatient consultation, diagnosis and treatment expenses

- Hexaware tenured based wallet ranging from Rs.10K to Rs.25K
- For New joiners there is a waiting period of 3 months from DOJ
- Benefit is extended to Self + Spouse + 2 Childrens upto age of 25 years.
- Top Up available to upgrade to the next wallet bracket.
- Unlimited teleconsultation / Sub-limit on Doctor/Medical Specialist Consultations / Sub-limit on Prescribed Pharmacy / Sub-limit on Prescribed Diagnostics / Sub-limit on Vision Care / Dental care / Sub-limit on Adult Vaccinations

*\*\*As part of our commitment to adapt to evolving business needs and economic circumstances, we reserve the right to modify our employee benefits at any time with or without prior notice.*

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### Group Term Life Insurance

Group term life insurance refers to a life insurance plan that aims to offer financial protection to the nominee or the beneficiary in case of the death of the covered individual during the policy term.

Life Insurance cover equivalent to one TCTC or 10 Lacs whichever is higher.

### Group Personal Accident Insurance

Group personal accident insurance is a type of insurance policy that provides financial coverage and support to employees in the event of accidental death, permanent disability, or dismemberment resulting from an accident

Personal accident cover of Rs.10 lacs in case of accidental death.