**Strictly Confidential**

**Letter of Training**  

# Dear [employee\_name],

On behalf of Celebal Technologies, I am pleased to offer you the following terms

# Effective date of offer: [joining\_date]

# Designation: [designation]

# Department: [department]

**Stipend:** Rs. [stipend] /-

You can refer to the details of the compensation enclosed as “Annexure”

The following outlines the terms of the Training agreement:

* The compensation provided during the training period is **Rs. [stipend] /- (inclusive of all the deductions)**.
* Kindly note: PF (from both employer and employee side) and ESIC will be deducted from the abovementioned stipend.
* During the training period, you will report directly to [trainer\_name]. You will be expected to carry out the duties assigned to you in a competent and efficient fashion, failing to which the Company reserves the right to call off the training at any point.
* During your training, whatever IP you produce or work on would be the sole property of Celebal Tech. and you agree not to share any Confidential Information of Celebal Tech. with anyone.
* For resignation, trainees are required to give a notice period of 3 months.
* The current intern leave balance will lapse and you will be eligible for 1 CL per month.

We look forward to the opportunity to have you join our team and look forward to your response. 

**Annexure**

**Name:** [employee\_name]

**Company:** Celebal Technologies

**Designation:** [designation]

# PFB the compensation scheme:

| **Elements** | **Figures** |
| --- | --- |
| **Basic** | ₹ 9,000.00 |
| **PF deduction (12% of basic)** | ₹ 1,080.00 |
| **Fixed Cash** | ₹ 13,920.00 |
| **PF deduction (12% of basic)** | ₹ 1,080.00 |
| **ESIC** | ₹ 104.40 |
| **Final Take Home** | ₹ 12,735.60 |
| **Total Cost to Company per month** | **₹ [stipend]** |

**\***Revisions are subject to the company policies

Sincerely,

For Celebal Technologies:



Tejal Mangal

Sr. Executive

Human Resources 