



Offer Letter

April 26, 2023

To,

Mr. Sathya Narayanan,

**Sub: Offer Letter for the post of Team Lead**

Dear Sathya Narayanan,

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of Team Lead @ AiFA LABS based at our Hyderabad office.

A detailed appointment letter will be issued to you after your joining the duties of the Company. As discussed your CTC per annum is **Rs. 23,00,000/-** (Twenty Three Lakhs only) and Rs. 2,00,000/- (Two Lakh rupees) as variable component payable after an year of service based on your performance, joining cum relocation bonus of **Rs. 50,000/-** from your joining date. You have agreed to join the duties on or before **May 02, 2023**. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled / void. You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence and Aadhar card
4. Photocopies of your Resignation Letter as well as the Relieving Letter from your current employer

**AIFA LABS PRIVATE LIMITED**

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Madhapur, Hyderabad - 500081.

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5. Your last drawn 3 months salary slip.
6. Form No 16 / Certificate of Tax deducted as well as a copy of your PAN for Income Tax documentation.

Terms and conditions are stated below for your reference.

1. **Salary & Commencement:-** Your CTC is Rs. 23,00,000/- per annum and Rs. 2,00,000/- as variable component based on your performance and review. Your employment shall commence on May 02, 2023 as your official employment commencement date.
2. **Probation Period:-** Your probation period is three (3) months from the date of employment commencement, after which your performance will be evaluated.
3. **Working Hours:-** Working hours are regular timings from Monday to Friday with a one (1) hour lunch break. Nevertheless, the Company reserves the right to require all or selected staff members to work beyond the stated official working hours and/or more than five (5) days per week as and when the circumstances demand it.
4. **Income Tax:-** Deductions of employee's contribution with the respective Income Tax Ordinance currently enforced. The Company reserves the right to deduct the allocated amount from your salary for the monthly Pay-As-You-Earn scheme for Income Tax during your service with the Company.
5. **Leave/Holidays:-** The Company follows all national and Telangana state gazetted holidays. You will be entitled to sick leave every year. Earned leave is applicable as per eligibility of employee. Employees may carry forward a maximum of half of their unused earned leaves to the following year upon written request and must be utilized rest of the leaves by the end of the year. Leave cannot be used to cover your resignation notice period. Detailed leaves will be mentioned in your appointment letter.
6. **Period of Notice for Termination of Employment:-** Period of notice for termination of employment by either party will be ONE (1) months in advance or pay in lieu of.
7. **Job Description & Transfer :-** You are expected to perform such other duties that may be laid down from time to time. Depending on the organizational structure of the Company, you may be transferred to any branch, subsidiary or associate company.



8. **Confidentiality:-** You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company or any details on the development of the Company to any other person (s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

Please sign and return the duplicate copy of this Job offer letter OR send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

We wish you all the best.

Thanking you,

AiFA LABS

A handwritten signature in black ink that appears to read "T. Revathi".

Revathi T

HR - Manager

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, HEREBY CONFIRM THAT I FULLY UNDERSTAND AND ACCEPT ALL TERMS & CONDITIONS OF EMPLOYMENT AS STATED HEREIN AND ACKNOWLEDGE KEEPING A COPY FOR MY OWN REFERENCE.

Signature :

Date :