

LETTER OF INTENT

Farsana Jasmin

Kavikkal (h)
Meppadi p.o
Meppadi,
Wayanad, Kerela - 673577

Dear Farsana,

We are pleased to offer you the position of **ASSOCIATE TRAINER** at our Hyderabad office. You shall be on a Probation Period for a period of upto 6 months wherein you will be on training and observation. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Acceptance and Commencement

Your joining date will be provided separately at the time of joining. Your offer of employment is subject to the Company's personnel and other policies.

A detailed Appointment Letter will be given at the time of joining.

To confirm your acceptance of this offer, you are required to respond via email to **hr@talentio.in** within **2 days** upon receiving the **Letter of Intent**

By accepting this offer you have consented and authorized the Company to engage a third party service provider to verify your credentials, antecedents and background as declared by you during the recruitment process.

On your joining date (i) 2 self-photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Aadhaar card and PAN card.
- Proof of address. Bring one of the following documents: Passport, Driving License, Voter's Identification Card.

Please Note: This offer is valid until **25th June, 2022**

You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.

Appendix I

| Particulars | Per Month (Rs) | Per Annum (Rs) |
|---------------------------|----------------|----------------|
| Basic | 17500 | 210000 |
| HRA | 7000 | 84000 |
| Other Allowance | 6700 | 80400 |
| Advance Statutory Bonus | 2000 | 24000 |
| *PF Employer Contribution | 1800 | 21600 |
| ** Performance Incentive | 15000 | 180000 |
| | | |
| Cost to company CTC) | 50000 | 600000 |

Note:
* PF Employee Contribution is part of CTC
** Performance Based Incentive payable quarterly/ half-yearly after completion of your probation period.

1. All the Variable Pay-outs are subjected to employee being on-rolls of the company at the time of disbursement and NOT serving notice period
2. The Company will deduct taxes (TDS) and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any other sums as may be recoverable from you from time to time

By accepting this offer, you confirm and undertake that you will keep all information in relation to the Company confidential and you will not use or divulge to any third party any of the plans, strategies, programs, trade secrets, accounts, financial information, market research, customer lists, processes, inventions, designs, or other confidential information concerning the business affairs of the Company, any affiliated Company, or its clients.

We wish you a prosperous stint with us!

Sincerely,

Aijaz Khan
Director
Talentio

I agree that I have read, understand, and accept employment with Talentio. under the terms and conditions stated above.

Name:

Signature:

Date: