

LETTER OF OFFER
Private and Confidential

06th January '17

Mr. Ganapathi P,
#38, 12/1A Madley II Street,
T. Nagar, Chennai - 600017.

Dear Ganapathi,

Congratulations!

Please refer your application for a suitable career opportunity with us and the subsequent discussions we had.

We are pleased to offer you as **Senior Software Engineer** in **Innova Solutions Private Limited** at Chennai location. We look for professionals like you who could contribute to the growth of our Organization.

Your date of joining is **09th January'17** (Monday), beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

The details of your compensation is mentioned in Annexure I.

You are required to produce all the original certificates/testimonials for verification on the date of your joining besides submission of photocopies of the same. The details of certificates/testimonials are mentioned in Annexure II.

The letter of Appointment will be issued to you on the date of your joining.

Kindly sign the duplicate copy of our offer as a token of your acceptance and look forward to your joining.

Looking forward to the pleasure of working with you.

For Innova Solutions Pvt. Ltd.

Accepted & Agreed

A handwritten signature in blue ink, appearing to read 'SSR'.

Swathi Shanmugam
Human Resources

Sign: _____
Name: _____

Innova Solutions Pvt. Ltd.,
284/1A, Old Mahabalipuram Road,
Kandanchavadi, Perungudi PO,
Chennai – 600 096.
T:+91 44 4220 4545

Annexure I:

Salary Compensation

Detailed CTC Breakup for Mr. Ganapathi P,

Particulars	Month	Annual
Basic	23333	280000
HRA	11667	140000
Conveyance	1600	19200
Medical Allowance	1250	15000
Other Allowance	17228	206732
Fixed Gross Salary	55078	660932
Less: Employee's Contributions		
PF	1800	21600
ESI	0	0
Professional Tax	183	2196
Net Salary (Before Tax)	53095	637136
Add: Employer's Contributions		
PF	1800	21600
ESI	0	0
Gratuity	1122	13468
Medical Insurance Premium	333	4000
Cost to Company	58333	700000

TDS applicable as per Govt. Norms

For Innova Solutions Pvt. Ltd.



Swathi Shanmugam
Human Resources

Accepted & Agreed

Sign: _____
Name:

Annexure II:

S.No	Documents
1	Resume
	Employment Documents-Previous Company
2	Offer Letter
3	Pay slips & Bank Statement(last 6months)
4	Relieving Letter
5	Experience Certificate
	All Employment
6	Offer Letter
7	Relieving Letter
8	Experience Letter
	Education documents
9	X Marksheet
10	XII Marksheet
	UG
11	All Semester Marksheets
12	Consolidated Marksheet
13	Provisional Certificate
14	Degree Certificate
	ID Proof/Address Proof
15	PAN CARD
16	Aadhar Card/ Voter Id
17	Driving License
18	Passport
19	Passport Size Photograph(5 copies)
20	Stamp Size Photograph(1 Copy)