

Date: 07-10-2025

Subject: Offer Letter for Employment

Swati Sharma

A-22, Sector 12

Surya Nagar,

Maha Laxmi Nagar, Maharashtra, 452066

Mob: 9567856785

Mail: swati.sharma@rigvedit.com

Dear Swati Sharma,

With reference to your application and the subsequent discussions we had with you, we are pleased to offer you the position of **Senior Account Manager** with our company. You will be posted at Mumbai and your date of joining would be **15-10-2025**.

You will be placed at: Rigved Infotech Pvt Ltd; however, your services are transferable to any location of the company or client site as and when required.

Your annual compensation package set at **INR 15,00,000/-** (Fifteen Lakh Rupees Only)

The detailed salary break up is given in the attached **Annexure A**

Your employment will be in accordance with the rules, regulations, and policies of the company from time to time.

This offer of employment is conditional upon your being medically fit and free from any contractual restrictions that may preclude you from accepting employment with us and passing our background verification checks. This offer of employment is valid for **two days** by which date, we hope you will send your acceptance of this offer via email. We look forward to your joining the **RIGVEDIT** family and hope you have a rewarding and successful career with us.

Name: Swati Sharma

Yours faithfully

Rigved Infotech Private limited

Dr. Nitin Pitty

Director



Annexure: A

Employee Name	Swati Sharma
Location	Mumbai
Designation	Senior Account Manager
PF Applicability	Full
Annual Compensation (INR)	15,00,000

Compensation Components	Annually (INR)	Monthly (INR)
Basic	4,80,000	40,000
HRA	2,40,000	20,000
Statutory Bonus	-	-
National Pension Scheme (NPS) (Optional)	48,000	4,000
Voluntary Provident Fund (VPF) (Optional)	57,600	4,800
Reimbursable Flexible Benefits (Table A)	1,83,400	15,283
Special Allowance	3,20,392	26,699
Total Fixed (A)	13,29,392	1,10,783
Variable Pay (B)	69,968	5,831
Net Salary C=(A+B)	13,99,360	1,16,613
Provident Fund (Employer Contribution)	57,600	4,800
ESIC (Employer Contribution)	-	-
Gratuity	23,040	1,920
Insurance Coverage	20,000	1,667
Total Benefits (D)	1,00,640	8,387
Total Compensation E=(C+D)	15,00,000	1,25,000
Provident Fund (Employee Contribution)	57,600	4,800
ESIC (Employee Contribution)	-	-
Profession Tax	2,500	200
Total Deductions from Fixed Salary	60,100	5,000



Table A: Reimbursable Flexible Benefits

Reimbursable Flexible Benefits	Annually (INR)	Monthly (INR)	Remark	Declaration / Proof required
Child Education Allowance	2,400	200	1200/child, Max 2 Child	Based on declaration, Proof to be submitted
Child Hostel Allowance	7,200	600	2400/child, Max 2 Child	Based on declaration, Proof to be submitted
Leave Travel Allowance	50,000		Capped at 50,000 Annually	Against Proof
Books, Periodicals, Self-Certification	50,000		Capped at 50,000 Annually	Against Proof
Sodexo / Meal Coupon	26,400	2,200	2200/Month (100 per Working Day)	Based on declaration, Proof to be submitted
Fuel Car Reimbursement	21,600	1,800	1800 / Month	Based on declaration, Proof to be submitted
Driver Reimbursement	10,800	900	900 / Month	Based on declaration, Proof to be submitted
Mobile Reimbursement	15,000	1,250	1,250 / Month	Based on declaration, Proof to be submitted
TOTAL	1,83,400			

