

### **LETTER OF OFFER**

**Dear Sunill,**

We are pleased to offer you the position of "**IT EXECUTIVE**" with JW Marriott Hotel New Delhi Aerocity as operators of Aria Hotels & Consultancy Pvt. Ltd. with effect from. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be **Rupees 1,00,000 /-** per month. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on at 0900 hrs. With the following documents:

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of any Govt. certified Photo Identification - Passport & Aadhar Card
- Photocopies of Educational Qualifications (Compulsory)
- Photocopies of letters of previous work experience (if worked elsewhere previously)
- Photocopy of last drawn salary slip (if worked elsewhere previously)
- Photocopy of Marriage Certificate (if married)
- Photocopy of PAN Card (Compulsory)
- Form 12 B from previous Employer (for current financial year)
- Police Verification Report
- Bank Account Details/Canceled Cheque (with name printed)

You will attend the property induction; '**BASE**' as and when scheduled after your joining.

Your letter of appointment will be issued to you on joining the property. If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

**Vallabhi Vaidya**  
**Assistant Director of Human Resources**

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**Candidate's Acknowledgement:**

Signature / Date: \_\_\_\_\_ (*Signed in acceptance*)



### **DETAILS OF COMPENSATION & BENEFITS**

#### **Sunill kumarr Koyyadaa**

<b>Salary:</b>	As per property payslip and subject to statutory deductions as applicable:	
	Basic Salary	0
	House Rent Allowance	0
	Flexible Pay Allowance <i>(basket of allowances permissible under provisions of Income Tax)</i>	0
	<b>Gross Salary</b>	0
<b>Benefits:</b>	Employer's PF Contribution	0
	<b>TOTAL REMUNERATION</b>	<b>12,00,000</b>
<b>Probation:</b>	You will be on probation for a period of three (3) months.	
<b>Annual Leave, Holidays and Days Off:</b>	In accordance with the property Leave policy in practice as on your date of joining and revised from time to time based on business needs. You will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
<b>Provident Fund:</b>	You will be eligible to participate in the local provident fund scheme as per Hotel policy.	
<b>Medical and Insurance:</b>	You will be eligible to participate in the Hotel's health insurance scheme: o Mediclaim Insurance of Rs. << As per Grid>> (for self) o Personal Accident Insurance of Rs.;As per Grid>> (for self).	



<b>Gratuity:</b>	Is applicable in accordance with the Act.
<b>Other Benefits:</b>	You will also be entitled to the following benefits :
<b>F&amp;B Discount:</b>	A 50% discount on all food and beverage at any Marriott hotel food outlet in India and a 20% discount on any international Marriott hotel outlet abroad.
<b>Room Rate Discount:</b>	Discounted room rates at all Marriott hotels worldwide, for friends and family.
<b>Next Increment:</b>	Based on market and business conditions, your next salary increase will be in 2025.
<b>Confidentiality:</b>	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resources.
<b>Duties &amp; Responsibilities:</b>	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated .06 Jan,2025

**Vallabhi Vaidya**  
**Assistant Director of Human Resources**

**Candidate's Acknowledgement:**

Signature / Date: \_\_\_\_\_ (*Signed in acceptance*)

