

OFFER LETTER

Date: December 19, 2025

To,

Mr. Rajesh Kumar
Employee ID: FINT21131
Global Operations Department
Funds International

Dear Mr. Kumar,

We are pleased to extend an offer of continued employment to you at **Funds International**, contingent upon the terms and conditions outlined in this letter.

1. Position and Department

You are offered the position of **Finance Analyst** in the **Global Operations** department. You will report to the Head of Global Operations and will be responsible for financial analysis, reporting, and operational support as outlined in your job description.

2. Compensation Package

The annual compensation package for this position is structured as follows:

Compensation Component	Amount (INR)
Basic Salary	42,361
House Rent Allowance (HRA)	16,944
Transport Allowance	4,382
Medical Allowance	2,419
Other Allowances	6,240
Total Monthly Gross Salary	72,346

Table 1: Monthly Compensation Breakdown

3. Salary Payment

Your salary will be credited to your bank account on the last working day of each month as per the company's payroll schedule. Your designated bank account details are as follows:

- **Bank Name:** ICICI Bank
- **Account Number:** 998877665544
- **Account Type:** Savings

- **IFSC Code:** ICIC0007788

4. Statutory Deductions

The following statutory deductions will be made from your gross salary:

- Provident Fund (PF): As per statutory norms
- Professional Tax: As per applicable state regulations
- Tax Deducted at Source (TDS): As per Income Tax regulations

5. Employment Terms

- **Employment Type:** Full-time, Permanent
- **Probation Period:** As per company policy
- **Notice Period:** 30 days from either party
- **Date of Joining:** To be mutually agreed upon
- **Working Days:** Monday to Friday (5 days per week)
- **Working Hours:** 9:00 AM to 6:00 PM IST (with applicable break time)

6. Benefits

As an employee of Funds International, you are entitled to the following benefits:

- Health Insurance coverage (applicable to self and family)
- Group Personal Accident Insurance
- Provident Fund contributions as per statutory norms
- Annual leave as per company policy
- Paid sick leave
- Festival bonuses and performance-based incentives
- Professional development and training opportunities

7. Confidentiality and Intellectual Property

You agree to maintain the confidentiality of proprietary information and trade secrets of Funds International. All work produced during your employment belongs to the company, and you undertake to protect the company's intellectual property rights.

8. Code of Conduct

You will be required to adhere to the company's Code of Conduct and policies as outlined in the Employee Handbook. This includes professional ethics, workplace conduct, and compliance with all applicable laws and regulations.

9. Acceptance of Offer

This offer is valid for **30 days** from the date of this letter. Please acknowledge your acceptance by signing and returning a copy of this letter along with the required documents mentioned below.

Required Documents:

- Copy of PAN Card
- Copy of Aadhar Card
- Copy of Educational Certificates
- Bank account details (as provided above)
- Proof of residence
- Medical fitness certificate (if applicable)
- NOC from current employer (if applicable)

10. Termination

Either party may terminate this employment with 30 days' written notice or by paying salary in lieu of notice. The company reserves the right to terminate employment without notice in case of any breach of company policies or misconduct.

11. Governing Law

This offer letter and the terms of employment shall be governed by the laws of India and shall be subject to the jurisdiction of courts in Hyderabad, Telangana.

12. General Terms

- This offer is conditional upon verification of all submitted documents
- Medical fitness clearance (if required)
- Absence of any criminal background
- Satisfactory reference checks

We look forward to welcoming you to the Funds International family. Should you have any questions regarding this offer, please do not hesitate to contact the Human Resources department.

Issued by: Human Resources Department

Company: Funds International

Date: December 19, 2025

Employee Acceptance

I/We acknowledge receipt of this offer letter and accept the terms and conditions mentioned above.

Employee Signature	Date
Employee Name: Rajesh Kumar	
Employee ID: FINT21131	

Authorized Signatory

HR Manager Signature	Date
HR Manager Name	
Company Seal/Stamp	