



Prashanthi Apartments,
Flat #13, Arundelpet 16/1,
Near Lodge Centre,
Guntur- 522002,
A.P,INDIA.

[Date]

OFFER LETTER

Dear **[Employee]**,

Thank you for exploring career opportunities with Charis Pathway Consulting Pvt Ltd. We are pleased to offer you the role of '[Employee Title]' in our organization.

In this role you will be based at the Charis Pathway Consulting Pvt Ltd at Hyderabad, India. You may be however be transferred to any of our units/departments or affiliate entities situated anywhere in India or abroad. Your Joining date is [23rd February 2015].

Your annual compensation is Rs. [1,20,000/-] per annum (Rupees One Lakh Twenty Thousands only per annum) as per the Annexure. The **Annual incentive pay target is additional to the annual gross compensation** and incentive pay will be linked to your performance in the current role as per policy.

Please refer to the attached Annexure for a detailed salary summary.

Terms and conditions of the offer are set forth below and in the attached Annexure.

- This offer is contingent upon your acceptance within 3 business days and successful completion of background/reference checks.
- You shall at the time of reporting for duty produce certified true copies of all your credentials.
- You will be required to sign the company's Employment, Confidentiality and Non-disclosure agreements on joining.
- You will initially be on probation for a period of 6 months from the actual date of joining.

This offer letter is being sent to you via email. You are requested to confirm your acceptance of the offer via return email.

Finally, please feel free to contact us with any questions or concerns.

We look forward to having you in our global team.

Yours sincerely,
Charis Pathway Consulting Pvt Ltd

Administrator
HR Department

Employee

Offer Acceptance of

Name	[Employee name]
Designation	[Employee Title]

Particulars	Amount PA (Rs.)
Basic	90,000
Appreciation(Conditions applied)	30,000
ANNUAL GROSS COMPENSATION [A]	1,20,000
Annual Incentive Pay Target* [B]	*** (As per Policy*)***
TOTAL COST TO COMPANY [A]+[B]	Sum of Annual Gross Compensation & Annual Incentive Pay Target

* The Company operates a variable performance incentive plan, the entitlement to which is linked to achievement of both individual and Company’s performance targets. Entitlement and the amount payable under the plan shall be governed by the Company’s performance incentive plan which is liable to change from time to time at the sole discretion of the Company.

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DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING:

- 1. 3 Passport size Photographs
- 2. ID Proof (Passport / Voter’s ID / Driving License)
- 3. Pan Card Photocopy
- 4. Academic Records:
 - 1. 10th & 12th Mark sheets
 - 2. Graduation/Post Graduation Mark sheets & Certificates
 - 3. Other Certificates (as applicable)