

18 June 2025,

Letter of Intent

Dear Mandadi Rajesh,

Congratulations!!!!

Thank you for exploring career opportunities with Optimize RCM. You have successfully completed our selection process and we are pleased to make you an offer of employment.

1. This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of **Executive AR**. We are all excited about the potential that you will bring to our organization.
2. As discussed during your interview's your reporting date will be **23 June 2025**, and your place of posting will be at **Optimize RCM, Bangalore**.
3. The annualized salary being offered to you is **3,91,190/- (Rupees Three Lakhs Ninety One Thousand One Hundred and Ninety only)** less applicable withholding taxes. The detailed compensation structure is given in Annexure II.
4. Your employment would be confirmed on completion of your probation period (6 months from joining), based on your performance.
5. This offer is contingent upon your acceptance within 3 business days and on confirmation that you are legally authorized to work in your position on your start date and at all times thereafter. Optimize RCM reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining with due communication to you.
6. **You are required to submit your AADHAR & PAN proof on your DOJ.**

We look forward to you joining the Optimize RCM team.

Thanking you,
Yours faithfully,

For Optimize RCM.



C Gokul Reddy
(Director – Human Resources)

Mandadi Rajesh

Date

Annexure I

We welcome you to Optimize RCM family and look forward to a mutually beneficial and purposeful association.

Below are the lists of documents to be carried for on-boarding formalities.

Please note that you must carry one set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Academic Credentials (As applicable)
 - 10th Standard Mark Sheet
 - 12th Standard Mark Sheet
 - UG/Diploma Degree/Provisional Mark Sheets
 - PG Degree/Provisional and Marks Sheets
- Previous Service Credentials (As applicable)
 - Relieving Letter/Resignation Acceptance Letter
 - Pay Slips for the past three months
 - Relieving Letters or Service Letters from all Previous Employer
- Authenticated ID Proof
 - Aadhaar (2 photocopies)
 - PAN (2 photocopies)
 - Any other government recognized ID proofs i.e. Driving License, Voter ID, Passport etc (2 photocopies)
- Recent Passport Size Photographs (6 photocopies)

This Letter cannot be used to solicit other offers and will be null and void if so used.

For Optimize RCM.

A handwritten signature in black ink, appearing to read "C Gokul Reddy".

C Gokul Reddy
(Director – Human Resources)

Mandadi Rajesh

Date

Annexure II

Name – Mandadi Rajesh	DOJ	23 rd June '2025
Designation – Executive AR	Location	Bangalore
Particulars	Annual CTC	Monthly CTC
Basic	1,99,507	16,626
HRA	79,803	6,650
Monthly Bonus	7,140	595
Special Allowance	73,549	6,129
Gross (A)	3,59,998	30,000
PF Employer	21,600	1,800
Gratuity	9,592	799
Total Employer Contribution (B)	31,192	2,599
CTC per Annum (A) + (B)	3,91,190	32,599

*Note - Gross will be deducted of Prof Tax, PF, ESI (if applicable) and TDS as applicable.

For Optimize RCM.



C Gokul Reddy
(Director – Human Resources)

Mandadi Rajesh

Date