April 29, 2020

Mr./Ms Manoj Prajapati
Bangalore
Contact No.: +91-8302756767

Subject: Offer of Employment

Dear Manoj Prajapati,

We are delighted to offer you the position of **"Senior Software Engineer Grade: B2"** in **Marlabs Innovations Private Limited** , on the compensation as mutually agreed upon. Marlabs is at a very exciting stage of innovation and growth and we are seeking professional and career-orientated individuals like you to work with us. We are confident that your unique skills and capabilities will play an important role in our efforts as we strive to continue to achieve and exceed our goals. We look forward to welcoming you to Marlabs!

Your work location will be at our office in Marlabs, Bangalore.

Your **Cost to Company (CTC)** will be **INR 15,00,000** per annum inclusive of **INR 1,00,000** as Performance Linked Incentive (PLI) Per Annum. The PLI is paid bi-annually as per the PLI policy terms and conditions.

This offer is valid subject to successful completion of your Background Verification through our authorized vendor. Background check will include, but is not limited to Global Database check, National ID check, Employment check, Educational check, Reference check, Criminal check, Address check and Drug test.

A formal appointment letter will be issued to you on your joining. Thereupon, You are required to sign and abide by the Employment Agreement and Policies of the company.

As discussed, your joining date will be on or before **May 4, 2020.**

Marlabs also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if Marlabs becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made.

Please acknowledge your acceptance of this offer by reverting on the offer letter email, within 48 hours. If you do not communicate your acceptance in this time frame, this offer is liable to be withdrawn without further reference to you.

This is only an offer letter and does not entitle you for an appointment. On completion of all the joining formalities and fulfilling all documentation requirements, you will be formally appointed and inducted into the organization.

You are requested to report to the following address **before 11:00 AM IST** on your joining date. We have a well defined schedule set for you on this day and it is imperative that you report on time. Please contact or ask for your Onboarding Manager Suhas Acharya or Recruiter Manjula once you are at our premises.

Address:

MARLABS INNOVATIONS PRIVATE LIMITED
Bagmane World Technology Center,
14th floor, citrine block - 4,
Marathalli outer ring road,
Doddanakundi village, Mahadevapura,
Bangalore – 560 048

Your **Joining Date Schedule** will be as follows:

- ✓ Meeting your Onboarding Manager.
- ✓ Completing your Joining Formalities.
- ✓ Salary Account opening by an Axis Bank representative.
- ✓ Introduction to your Business Human Resource SPOC.
- ✓ Overview of Human Resources Policy by your Business Human Resource SPOC.
- ✓ Meeting your team.

Sincerely,

Giri V T
Director - Talent Acquisition
Marlabs innovations Private Limited

ANNEXURE – 1

List of documents required for completion of joining formalities.

- **Relieving Letter** from your current/last employer
- Photocopies of **Experience Certificates** from current and previous employers
- **Salary Proof** (Last Salary Slip/Appointment Letter/Letter of Confirmation/ Promotion mentioning your current compensation details)
- Photocopies of **Form 16/Form 16A** from your Current/Previous Employer
- Photocopies of **Education Qualification**/Training Certificates (Class X onwards)
- Passport sized **photographs** of self (6 Nos.)
- Copies of relevant pages of your **passport**
- 2 copies of **PAN Card** and **Aadhaar Card**
- **UAN e-Card;** if applicable
- Proof of **current & permanent residential address** (copy of passport, driver's license, ration card, rental agreement, telephone bill, voter's ID, etc.)

Please carry the originals of all documents mentioned above at the time of your joining. These will be returned to you after validation.