



Ref No: TINY/HRM/2022/08/0426

Date: 23rd Aug 2022

Letter of Offer

Dear Minaxi Vanani,

Congratulations!!

Further to the interview, we are pleased to offer you the position of **“Odoo Developer”** in our organization w.e.f. **4th July 2022**.

As **“Odoo Developer”** your per annum total cost to the Company (CTC) will Be **₹ 5,00,000**. The detailed breakup of CTC is mentioned in **Annexure-I** of this letter. You will be on a probation period for one year from the date of your joining. The offer is only valid for our Gandhinagar office, your Probation Period starts from **“4th July 2022”**. During probation period you will be entitled to get 24 leaves, 12 leaves every 6 months, the leaves will allocated pro rata basis.

After successful completion of the probation and review thereof, you would be appointed as a confirmed employee. Performance review will be done annually as per your date of Joining. The first performance and salary review will be done on successful completion of your probation period.

Your working hours starts from 10.00 AM to 7.00 PM, with a one-hour lunch break a day, between 1 PM to 2 PM and you are scheduled to work through Monday to Friday, 8 hrs a day which is 40 hours a week.

Your salary is a matter of confidential information of the company, any discussion or disclosure, at any point of time, with anyone in the company will be considered as a breach of the offer.

Tiny ERP holds the right to defer or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

Wish you all the best !!

Thanking you.

For Tiny ERP Pvt. Ltd,

Mantavya Gajjar
Director

Dr. Pragya Joshi
HR Manager

Annexure-I: Compensation and Benefits

Your compensation and benefits will include the following components:

#	Salary Components	Per Month	Per Annum
A1	Basic Salary	₹16,500.00	₹198,000.00
A2	House Rent Allowance	₹6,600.00	₹79,200.00
A3	Standard Deduction	₹4,167.00	₹50,004.00
A4	Bonus	₹1,650.00	₹19,800.00
A5	Leave Travel Allowance	₹1,650.00	₹19,800.00
A6	Supplementary Allowance	₹4,850.00	₹58,200.00
A7	Performance Bonus	₹2,236.75	₹26,841.00
A8	Gross Salary (A1 + A2 + A3 + A4 + A5 + A6)	₹35,417.00	₹425,004.00
A9	Gratuity (4.81% of A8)	₹793.25	₹9,519.00
A10	24 Paid Leaves (based on A8)	₹3,220.00	₹38,640.00
A11	Cost to Company (CTC) (A7 + A8 + A9 + A10)	₹41,667.00	₹500,004.00
A12	Professional Tax	200	2400
A13	Take Home Salary (A7 + A8 - A12)	₹37,453.75	₹449,445.00

Important Notes:

- You will receive on hand salary from CTC package subject to and after, deduction of taxes, professional tax, TDS and any other tax as and when applicable, unpaid leaves if any, employee's contribution of P.F if Opted, in accordance with applicable laws.
- Above mentioned salary structure is liable to change from time to time according to the changes in the company policy.
- If an employee resign during probation period then person have to serve 1 Month as notice period or salary in lieu.
- Gratuity shall be applicable as per the Gratuity Act 1972.

In Token of your having accepted the above, please sign this letter.

Thank you.

For Tiny ERP Pvt. Ltd,

Mantavya Gajjar
Director

Dr. Pragya Joshi
HR Manager

Declaration: I accept the Offer on the terms and conditions mentioned above.

Signature

Date