

Date: 12/09/2022

To

Mr. Muni Shankar Patnam,  
3-32, Subbaiah gunta village,  
Renigunta mandl, Tirupathi dist.  
Andhra Pradesh – 517520, India

Mr. Muni Shankar Patnam,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited**. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organisation, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This offer is made to you based on your performance in our Assessment. You are required to undergo our intense 6-month, **Training Program** after which, you will be hired as a full-time employee of **TekWorks**. You will be paid INR 10,000 per month as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program**, you will be hired on the payrolls of **TekWorks** from **March 12<sup>th</sup>, 2023**. You will be offered the position of “**Associate Software Engineer**” and will hence be paid an overall annual compensation of **INR 3,50,000 (Three Lakhs Fifty Thousand Indian Rupees Only)** starting **March 12<sup>th</sup>, 2023**.

We look forward to you beginning your career with **our Training Program** on **September 19<sup>th</sup>, 2022**. Please report on the mentioned date to complete your joining formalities at our office located at **TekWorks Enterprise Solutions Pvt Ltd., 3<sup>rd</sup> Floor, Sai Odyssey, Gurunanak Colony, Vijayawada, India - 520008**

You need to get in touch with the **HR Team** with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at [info@tekworks.in](mailto:info@tekworks.in).

This offer is valid for **3 days** from the date of this letter. Please let us know your acceptance of joining by indicating the same by return e-mail.

The following documents are required to be produced at the time of joining. Originals shall be returned upon verification.

1. Relieving letter and experience certificate from all your previous employers (as applicable).
2. Latest three (3) pay slips/salary certificates from your most recent employer (as applicable).
3. Proof of Academic Qualification (10<sup>th</sup>, 12<sup>th</sup>/PUC/Diploma & Graduation)
4. Other qualifications - diplomas and certificates (if any)
5. PAN card
6. Aadhaar Card
7. Photographs (3 copies)
8. Proof of Permanent and Current Address.

By accepting this offer to join us, you hereby acknowledge and confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions.
2. There are no contractual obligations with respect to your earlier contracts/commitments that prevent you from delivering your agreed responsibilities with **TekWorks** or taking up this position with us.
3. **TekWorks** is not liable for any past dues owed by you as part of termination of any previous employments/contracts/obligations.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.
5. Furthermore, based on the contract between TekWorks and its clients:
  - a) You may be transferred to the client's payroll within your first 6 months while you are undergoing the internship program. In this case of transfer to the client's payroll, the annual CTC and structure offered by the client organisation will supersede the mentioned CTC and structure.
  - b) In the above case, your minimum annual CTC will be at **INR 3,50,000**, for which a new detailed offer letter will be issued at the date of joining. This is an assurance offered to every trainee who is hired through the **Training Program, after successful completion of the first 6 months as a Software Trainee.**
  - c) In case you get transferred to the client payroll within 6 months, your stipend will be terminated, and your salary will take effect, for the job position selected in the Client organisation.

6. We continually review policies to help serve our customers better and also to enable our employee's growth.
7. It is important to manage client process expectations, employee expectations and HR processes. We request you to acknowledge that in the unlikely event of you leaving the services of the company you will provide the company adequate time to be relieved of your services from the company. You understand that it will be up to **60 days** to arrange & completely relieve you of your duties.
8. This job offer will be dependent on satisfactory results of a technical examination designed solely to determine your Technical ability to perform the duties of the position being offered to you. Assessment will be conducted post 4 months of Training. TekWorks reserves the right to withdraw this offer in case you fail to satisfactorily perform/pass the test(s) / complete the given assignments conducted. Also, the offer is conditional on the verification of documents.

**We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**



**Sridhar Tirumala**  
**Managing Director**