



9/23/2024

Pritam Rajesh Pandit  
52 Cummings Road,  
Brighton, Massachusetts-02135

Re: offer of employment

Dear Pritam Rajesh,

We are pleased to offer you a position as Content Specialist I with a starting date of 10/07/2024. The following terms will apply to your employment with Collabera.

- Position: Content Specialist I  
Position Classification: Non-Exempt
- Compensation: 17.57 USD Per Hour. You will be paid on a weekly basis (52 paychecks per year).
- Signed timesheets must be submitted every week. Timesheet related instructions, user name and password will be provided. Please update your contact information via the contact tab on the web based timesheet system.
- **In order to work beyond 40 hours in one week, you must obtain prior approval from Collabera. Any approved OT hours will be paid at 26.36USD Per hr.**
- You shall receive a bonus of \$500 USD after completion of three months of actual Service under the applicable Client project from the actual start date on the project. If you leave the project early for any reason other than Client cancellation of the Services, then Collabera shall not be obligated to pay you the above mentioned bonus for the applicable Client project.
- Collabera's corporate office & address information is as follows:  
Doing business as: Collabera LLC.  
Physical address: 110 Allen Road, Basking Ridge, New Jersey 07920  
Mailing address: 110 Allen Road, Basking Ridge, New Jersey 07920  
Contact number: 973-889-5200
- For your information, Workers Compensation insurance carrier's information is as follows:  
Travelers One Tower Square,  
Hartford, CT 06183  
Contact number: 1-866-336-2077
- Your pay is processed on a weekly basis. Below are a few examples of pay periods and pay dates. Please note that pay dates mentioned are for direct deposit only. Please allow extra mailing time if you have requested physical pay checks.

Pay Period	Pay Date
10/06/2024-10/12/2024	10/18/2024
10/13/2024-10/19/2024	10/25/2024
10/20/2024-10/26/2024	11/01/2024

- By signing this letter you acknowledge that your primary language is English. If you are unable to understand the terms and conditions of this Agreement, please immediately contact Collabera's Human Resources Department at [hr@collabera.com](mailto:hr@collabera.com) and you will be provided an Agreement in your primary language.
- You are eligible to accrue up to 40 hours of MA Sick time benefit per calendar year, usable after 90 calendar days of your date of hire. The accrual is 1 hour for every 30 hours worked within the state of MA. Unused rollover at year end is 40 hours. Please note that you can only use up to 5 days each year under the Sick time provision.
- If you are eligible for health benefits, please refer to your Benefit Summary included in your offer packet. Also, by the end of your first week of employment you will be able to log on to the BenefitsConnect online enrollment system for your benefit details.
- If you decide to enroll in the health benefits plan(s) , you must submit your online application within 30 days of your start date. If your enrollment is not received within 30 days of start date, your application will be considered a "Late Enrollment" and will be declined.
- You will be eligible to join pre-tax Flexible Spending Account for reimbursements.
- You will be eligible to join Affinity Federal Credit Union.
- You will be eligible to Direct deposit your payroll.
- You will be eligible to participate in 401K plan effective your start date.
- All travel must be pre-approved by Collabera. Reimbursement for travel expenses will be paid by Collabera to you for any of your client travel related expenses only if the following conditions are met:
  - a. travel related expenses are specifically budgeted for in the purchase order governing your project assignment,
  - b. the requisite client management approval has been obtained by you and
  - c. the client has first paid Collabera for approved expenses. It is your responsibility to verify the travel requirements and expense limits as defined by the po travel budget prior to accepting employment and prior to engaging in any travel.Lastly, all reimbursement and expense policy and procedures must be followed for appropriate reimbursement.

The terms and conditions of your employment with Collabera as stated in this offer of employment letter supersede any prior representations made either verbally or in writing during any meetings or interviews with any Collabera manager, salesperson, recruiter or any other Collabera employee or representative.

By signing this offer of employment letter you represent that you understand and agree to accept to the terms and conditions as stated in this offer letter. Collabera does not intend to nor is obligated to offer you any other remuneration or benefit not stated herein.

By signing below you represent that you understand agree and accept that your employment is "at will" meaning that your employment may be terminated at any time with or without cause and with or without notice. You represent that you understand and agree that no manager, supervisor or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will.

This offer is contingent upon your acceptance of this offer and upon you signing this 1. Offer Letter, 2. the Consulting Project Acceptance Agreement, 3. Handbook



Acknowledgement (last page of the handbook) and 4. client agreements regarding confidentiality, security and intellectual property - all as acceptance of our offer of employment.

This offer of employment is also contingent upon you successfully passing our security background clearance, including the pre-employment drug screening and any/all training, if required by client or Collabera. We will require a copy of your drivers' license and social security card to complete the security background clearance process.

Further, your start date on this project, and therefore, this offer of employment, are both contingent upon final approval by the client. In the event the client either does not or can not provide or obtain final approval for the project itself or your start on the project, this offer shall be immediately withdrawn with no further obligation or liability on the part of Collabera

**Please note that your Collabera contact will provide you your exact start date (which may be earlier or later than the effective date of this offer) along with the reporting details once the background check agency gives us a final go-ahead on the completion of background checks/client processes and also once we get a clearance from the client. Please do not report to work without this clearance/reporting details email from your Collabera contact.**

Also, per federal regulations and for payroll processing, you are to submit appropriate tax forms (Employee's Withholding Allowance Certificate Form W-4 and associated State Tax forms) and documentation from the List of Acceptable Documents provided with the copies of the documents specified below, along with your completed Employment Eligibility Verification (Form I-9). Please provide either one document from List A or one from List B plus one from List C at the earliest but not later than 3 days prior to your project start date.

Please call me at 8624061540 should you require any further assistance with regards to this offer of employment.

Sincerely, 

Signed by:

E13C451C694C4F3...

  
Deepu Kushwaha

Administrator, Human Resources

**I, Pritam Rajesh Pandit, accept the above offer made by Collabera and have read and agree to the accompanying acknowledgements and agreements.**

Signature:- 

Signed by:

BB1E5C640212432...

 Date:- 9/24/2024