

Date: 02 March, 2020

**OFFER LETTER**

To,  
Mr. Vennapusa Manohara Reddy,  
Door number 1-8a, Diguwapalli(v/p)  
Anantapur(dist), Tadipatri(mandal),  
Andhra Pradesh-515414.

Dear Mr. Vennapusa Manohara Reddy,

Congratulations! Subsequent to the discussions we had with you recently, it is a sincere pleasure to make you an offer in our organization. Please find the details below:

- **Position: Software Engineer**
- **Date of Joining: On or before 06 March, 2020**
- **Gross Salary: Rs.4,50,000/- per annum.**

**Notice Period:** In case of termination / resignation of services, either party will be required to give a twenty days' notice in writing.

**Place of work:** Your initial place of work will be at bangalore. However, your services are transferable and you may be assigned, to any location in india or abroad where the company or any one of its associates or customers, conducts business.

You are required to sign a copy of this letter confirming the acceptance of the terms of offer and policies existing and modified from time to time. If this does not reach us within 5 days, then this offer of employment is liable to be invalid.

Once again, let me express our unanimous excitement at the prospect of your joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

**Yours Sincerely,**  
**For Likedin Services Private Limited.**



**Prashanth Kumar,**  
**Manager-Human Resource.**



### ANNEXURE

Employee Name	Vennapusa Manohara Reddy	
Designation	Software Engineer	
Department	IT	
Particulars	Per Month	Per Annum
Basic Salary	15000	180000
House Rent Allowance	7500	90000
Conveyance Allowance	1600	19200
Transport Allowance	0	0
Medical Allowance	1250	15000
ESI Employer	0	0
Special Allowance	2250	27000
CCA	9900	118800
<b>Total</b>	<b>37500</b>	<b>450000</b>
<b>Deductions</b>		
PF	1800	21600
PT	200	2400
Other deductions	2100	25200

### Terms and Conditions

- **Working Hours :** The company works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your superiors. Which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturdays and Sundays.
- **Confidentiality :** You will be required to execute a confidentiality agreement at the time of joining us regarding your employment and the business matters of the company.
- **Authenticity :** Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the company reserves the right to immediately terminate your services.



- **Documents :** Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the company you are required to produce the following documents (photocopies), as applicable. Please bring the original certificates also for verification process:
  - Relieving letter from your current employer
  - Copy of passport
  - Proof of your date of birth certificate
  - All of your educational certificates
  - Latest 3 months Payslips
  - Recent four passport size photographs & four stamp size photographs
- **Flexible Benefits :** Under the flexible benefits, you will be eligible to claim all the actual expenses under Medical Expenses and Leave Travel Assistance. Any balance amount after reimbursement under any of the benefits mentioned will be paid as flexible benefit allowance.
- **Health Insurance :** You and your dependents will be covered under the company mediclaim policy.
- **Personal Accident Insurance :** You will be covered under the Group Personal Accident Insurance Plan up to a maximum of Rs.1 Lakh (Rupees One Lakh Only).
- **Leave:** You are eligible for privilege leaves of 20 days and casual leaves of 12 days per calendar year on a pro rata basis. You are also entitled to all the Public Holidays notified by the company. Leave should be taken at times mutually agreed between you and the head of department.
- For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and the 31st of December will be allocated on a pro rata basis.
- **Other Benefits :** Eligible for any benefits given by the company.
- **Performance Bonus:** You will be eligible for an annual performance-linked bonus.
- **On Separation:** At the time of the leaving the organization, you will immediately hand over all correspondence, specifications, formulate, books, documents, cost date, market data, literature, drawings, effects or records etc., belonging to the organization or relating to its business and shall not make or retain any copies of these items.



- **Notice Period :** Your employment is terminable by either party giving notice period. This notice period varies according to your status in employment as follows.
- During Probation Period: 7 days
- After Confirmation: 30 days
- Also, you are responsible for the knowledge transfer of all the duties you are currently handling to another person identified by the management before you are relieved. However, the organization has the right to terminate your services without any reason on the grounds of indiscipline, default, negligence or any breach of the terms and conditions of this agreement.
- Further, the company may at this discretion relieve an employee from such date as it may deem fit even before the expiry of the notice period without notice compensation for the remaining period and is not bound to give any reason thereof if such termination is for ethical/moral grounds.
- **Past Record:** All details furnished by you in your CV/documents are liable to be verified at any time during the period of your employment with the Organization. In the event, mismatch of facts you are liable for termination from service at any time without any notice or compensation in time of the notice period. The company at any time may choose to verify all your credentials as deemed necessary by the organization and the client.
- **Confidential information :** You will not at any time without the consent of the functional head or any other nominated representative of the organization, disclose or divulge or make public except on legal obligations. Any information regarding the company's affairs or administration or research carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

**Note:** This offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the company reserves the right to immediately terminate your services.

I \_\_\_\_\_ have read and understood the terms and conditions of employment enumerated herein and agree to abide by the same.

**Name:**

**Signature:**

**Date:**

