

Offer Letter

Dear Subhi Srivastava,

Date: 22nd Jan,2018

Congratulations!

With reference to your application and subsequent interview, we are pleased to offer you an appointment for the position of "**Jr. Quality Analyst**" at **Excellence Technosoft Pvt. Ltd. Noida**. Your salary shall be **INR 1.32 lakh** per annum.

The breakup of the same is mentioned below:

Basic= 1900 per month

HRA= 2100 per month

Conveyance allowance= 800 per month

Medical= 1250 per month

Special Allowance= 4950 per month

Total= 11,000 Rs.

There would be a **training** period of **2 months**, from your date of joining. During which you will be evaluated on the basis of your performance and other factor, after which your employment will be confirmed. You will be paid a sum of **Rs. 3,000 to 5,000** for these 1-2 months (depending upon your performance). Your entire training amount will be paid to after completion of 2 months of your training.

The company follows a **holding policy** for new joiners under which the company will retain **Rs. 2000 per month** of your CTC for **one year** of your employment with us. This will start once your training period is over. This amount will be held with the company for a period of **fifteen months** from the date of your employment confirmation and payable to you in full upon completion of the above said period.

If you decide to resign from the company before completion of fifteen months you forfeit the holding amount and no claim whatsoever will be entertained in this regard.

For increments, you will be considered for increment based on your performance after every 9 months. The final Appointment Letter containing other Employment Terms would be provided to you in the first month of your joining.

Note:

Accommodation and Other Expenses will have to be taken care by you.

Notice Period: 4 weeks

Number of Working Hours: Min 9hrs per day

Working Days: 6 days a week + **2 Saturday (Second and Fourth)** off in a Month.

Let us know if you have any questions.

Please feel free to discuss any other concerns that you might have. **If you accept the offer, please reply to this mail.**

* This offer letter is valid for 7 days only.

Looking forward to hearing from you

HR

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