

**Offer Letter with Excellence Technologies**

Dear **Mahima K Manish**,

**Congratulations!**

With reference to your application and subsequent interview, we are pleased to offer you an appointment for the position of "**Jr. HR Executive**" at Excellence Technosoft Pvt. Ltd.

There would be a probation 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.

CTC given to candidate is **1.68 lakhs** per annum. Details of this are mentioned in Appendix.

For increments you will be considered every 1 year after your employment confirmation.

The final Appointment Letter containing other Employment Terms would be provided to after your employment confirmation.

This offer is subject to your medical fitness, verification of your educational certificates, credit checks and satisfactory references.

**Note:**

Notice Period: 4 weeks

Number of Working Hours: Min 9 hrs per day

Working Days: 6 days a week - 2 Saturday (First and Third) off in a Month.

Let us know if you have any questions. Please feel free to discuss any other concerns that you might have.

\* This offer letter is valid for 7 days only.

## Appendix

Your salary shall be INR 1.68 lakhs per annum.

The breakup of the same is mentioned below:

Basic= 2550 per month

HRA= 2900 per month

Conveyance allowance= 800 per month

Medical= 1250 per month

Special Allowance= 6500 per month

Total= 14,000 Rs.