

1st-Apr- 2019

Astha Rajput

125 D Block Panki,
Kanpur Nagar,
Uttar Pradesh, (208020)

Ref: Offer Letter

Dear Astha Rajput,

We are writing in reference to the interview you attended on 25th March 2019. We are delighted to extend to you the offer of employment for the position of Software Engineer in our esteemed organization, in accordance with the terms outlined in the attached Annexure.

Your annual remuneration for this role will be Rs. 10,02,721/- (Ten Lakh Two Thousand Seven Hundred Twenty One only). The detailed breakdown of your remuneration package will be provided as follows:

Particulars/Components	Annually(Rs)
Basic + DA	4,28,726
HRA	1,71,489
Basket of Allowances	3,52,506
Fixed Salary	9,52,721
Performance Bonus (Paid half Yearly)*	50,200
Total Gross Salary	10,02,721

You are expected to join us latest by 10 Apr 2019.

Kindly confirm the acceptance of this offer latest by 8th Apr 2019, by signing and returning the duplicate copy of this letter together with the Annexure.

We look forward to a long and fruitful association with you.

HR Manager

Human Resource

Innovizion It Pvt. Ltd.

I accept the offer and have understood the above distribution of salary components and the same is acceptable to me.

Signature:

Date:

ANNEXURE

The offer is valid only if it is accepted by 10 Apr 2019 subject to confirmation one week prior to joining date.

1. This offer is subject to a satisfactory reference check of your credentials being conducted by the Company covering your educational qualifications, including certificates and other documents authentication, previous experience etc.
2. You will be offered a monthly-consolidated salary as discussed subject to applicable taxes.
3. A detailed letter of appointment elaborating the terms and conditions of your employment with us shall be issued to you soon after joining.
4. On your date of joining, please bring the following:
 - (a) Photocopy of educational documents
 - (b) Photocopy of experience letter from all previous Employers
 - (c) Photocopy of Appointment/Increment letter and Last 3 months pay slips from previous organization.
 - (d) Income Tax Computation from previous employer
 - (e) Photocopy of PAN card. (Mandatory)
 - (f) 2 passport size color photographs.
 - (g) Photocopy of Residential Proof/Rental Agreement (whichever applicable)
5. In case of any clarifications, please do not hesitate to contact the Human Department.

Yours faithfully,

HR Manager

Human Resource

Innovizion It Pvt. Ltd.