



01th November- 2017

Astha Rajput

125 block d panki, Kanpur Nagar,
Uttar Pradesh (208020)

Ref: Offer Letter

Dear Astha Rajput,

We are pleased to offer you the position of **Software Engineer** in our organization according to the terms set out in the Annexure.

Your annual remuneration would be Rs.7,75,823/- (Seven Lakh Seventy Five Thousands Eight Hundred and Twenty Three rupees per Annum), your remuneration will

Particulars/Components	Annually(Rs)
Basic	3,40,121
HRA	1,36,048
Basket of Allowances	2,79,654
Fixed Salary	7,55,823
Performance Bonus(Paid Yearly)*	20,000
Total Gross Salary	7,75,823

You are expected to join us latest by 06th November 2017.

Kindly confirm the acceptance of this offer latest by 05th August 2019, by signing and returning the duplicate copy of this letter together with the Annexure.

We look forward to along and fruitfull association with you.

Narsimha rao

HR Manager
Human Resource
System Gains Private Limited



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 03th November 2017 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 laborating 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) Photo copy of educational documents
 - (b) Photo copy 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) 2passport size color photo graphs.
 - (g) Photocopy of Residential Proof/Rental Agreement (which ever applicable)
5. Incase of any clarifications, pleased on thesitate to contact the Human Resource Department.

Narsimha rao

HR Manager
Human Resource
System Gains Private Limited

I accept the Offer

Signature:

Date: