



Coditas Solutions LLP. | LLPIN:AAQ-6182

16/05/2024

Reference No: CS/HR/OFFER/SK/16052024

To,

Saish Kothawade,

EMPLOYMENT OFFER LETTER

Dear Saish,

We are happy to inform you that we would like to offer you the position of **Associate Software Engineer** with our company.

We would like to offer you an annual CTC of ₹ 4,50,000.00 and other benefits, the details of which are stated in the attached annexure. You are expected to join on

08/07/2024 and complete necessary joining formalities at the start of employment.

The terms are as follows:

1. The CTC shall comprise a fixed component and a Annual Incentive if any as per prevailing scheme of the company.
2. The CTC shall be subject to tax deduction at source and professional tax deduction as per applicable rules.
3. We also have a corporate Group Health Insurance plan which you can opt in for. Based on your selected sum assured, the corresponding amount of premium will be deducted from your salary.
4. The appointment letter with detailed terms & conditions will be handed over to you on your DOJ subject to the correct information regarding your past service, other records and verification of documents submitted at the time of joining.
5. There will be no separate probation period, and your services will be confirmed after you successfully complete your internship program.
6. Your notice period for relinquishing your services from the Company would be three months during your tenure in Coditas.
7. Regular performance reviews will be done to assess your suitability.
8. The next salary revision will be during the appraisal cycle of the company falling due after completion of one year of service.
9. The F&F settlement in event of resignation will be made after 3 weeks from the date of separation.



3rd Floor, Gaia Apex, Viman Nagar, Pune, Maharashtra - 411014.



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10. You shall be entitled to benefits as per the rules and regulations of the company on the confirmation.
11. The validity of this offer is 2 days from the date of the offer letter.
12. Your base location will be Pune. However, depending on the project requirement, you may have to travel to / work from client office/location.
13. Your appointment letter shall be handed over to you on your joining the company once you furnish the required documents, mentioned in the below list:
 - a. Photocopy of educational qualifications i.e. SSC/HSC/Graduation/Post Graduation etc.
 - b. Photocopy of certificate courses attended (if any) and any other professional certifications relevant to your role.
 - c. Photocopy of your Passport along with a photocopy of visa stampings if any
 - d. Three passport size Photographs
 - e. Age proof
 - f. Proof of Permanent /local Address
 - g. Pan Card

You are required to provide all mandatory documents on the day of joining, and the HR team will conduct the final document verification. The documents provided on the joining day must match the information disclosed during the offer process, specifically related to identification proof, address proof, education, and employment. Any discrepancies or insufficiency in the documentation on the joining day will result in the immediate revocation of the offer.

We will look forward to your intimation on the date of joining **08/07/2024** to enable us to make necessary arrangements for your smooth induction.

Please note that this offer mail incorporates all commitments made to you and there are no other commitments other than these. Only written terms and conditions in this offer letter and subsequent signed agreements will be binding. Spoken promises or agreements have no legal effect.

During your employment with Coditas, you shall not be employed by or perform consulting or other services for any other business entity or party. In case you are found to do so, your employment with Coditas shall be liable for termination.

By accepting this offer, you acknowledge that the Company would incur



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substantial costs in training you on specific technologies/skills to handle the job responsibilities effectively. Pertaining to this, we would request you to notarize the attached service agreement on a Rs.500 stamp paper and share the hard copy with us on or before your date of joining.

Accordingly, you undertake not to dispute the amount and pay the same before requesting a formal relieving order from Coditas. In case of a dispute, Coditas holds the right to initiate appropriate legal proceedings against you.

Sincerely,

For Coditas Solutions LLP.