

**Date: 03 July 2017.**

To,  
**Mr. Sanjay Kumar**  
Mobile: 9620997800  
Mail id - [sankumar.198425@gmail.com](mailto:sankumar.198425@gmail.com)

**OFFER LETTER**

**Dear Sanjay Kumar,**

Consequent to your interview, we are pleased to offer you a purely contractual appointment as **"Senior Consultant"**, for a fixed period from **04/07/2017 to 03/07/2018**. During this period of contractual appointment, you will be deputed to **Infogain India Pvt Ltd**.

We are enclosing the details of the salary package, payable to you.  
As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- 1 Resume Copy
- 2 Photocopies of Ration Card
- 2 Photo Id Proof - PAN Card, Driving License, Election Card
- (In case none of the above documents can be provided then the Leaving Certificate is mandatory)
- Aadhar Card
- 5 Passport Size Photographs of self
- 1 Family photograph for ESIC
- 1 Qualification Certificates :- SSC, HSC, GRADUATION, PG
- 1 Previous Companies :- Appt letter, Exp & Relieving Letter, Offer Letter, Salary Slips
- 2 References for reference check purpose
- In case you already have a Bank Account and want to continue with the same – Please bring: One cancelled cheque of your existing Savings Bank Account and the following details: IFS Code, Branch Name.

Kindly note this offer is subject to your furnishing the above mentioned supporting documents and affirmative reference check response. In case you fail to do so or if we find any of the documents submitted are false then this offer will become invalid and stands withdrawn.

This offer is open up to Ten days from the issue date and will stand withdrawn thereafter automatically

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,  
**Lobo Staffing Solutions Pvt. Ltd**



**Authorized Signatory**



**Annexure I**

Name : Mr. Sanjay Kumar  
Designation : Sr. Consultant  
Location : Bangalore  
Start Date : 04 July 2017  
End Date : 03 July 2018

<b>PACKAGE - CTC (Monthly)</b>	<b>Current CTC</b>
BASIC	22000
HRA	18000
Conveyance	8000
Medical Allowance	10000
CCA	15569
LTA	18000
Advance Bonus	1833
Education Allowance	200
Insurance and Other Charges	260
PF EMPLOYER	1973
ESI EMPLOYER	0
<b>Cost To Company</b>	<b>95834</b>
BASIC	22000
HRA	18000
Conveyance	8000
Medical Allowance	10000
CCA	15569
LTA	18000
Education Allowance	200
Advance Bonus	1833
<b>Total - Gross Salary</b>	<b>93602</b>
PF EMPLOYEE	1800
IT(approx)	0
Less P.Tax applicable	200
<b>TAKE-HOME</b>	<b>91602</b>

*Sanjay Kumar*

\* Note: - Basic pay indicated above includes Dearness Allowance/Special Allowance as applicable.

\*IT will be deducted as per IT Act.

I hereby accept the above-mentioned terms and conditions.

Name:

Signature:

Date: