

REF No: Futran Solutions HR/01-23/OFFER0266

Date: 17-01-2022

To,

{Name}

{Address}

Sub: Job offer letter for the position of {Designation}

Dear Ms. Advita Dalal,

We are pleased to offer you the position of {Designation} in *Futran Tech Solutions Pvt Ltd.*, based at {joining location}. This offer takes effect from your {date of joining}.

Your immediate reporting manager will be {reporting manager}. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, please find the below terms and conditions:

- **Salary:** Annual CTC of {offered ctc} (**Three Lakhs Eighty -Four Thousand Rupees Only**) subject to tax and other statutory deductions.
- **Benefits:** Healthcare Insurance, Provident Fund, Business Travel expenses and reimbursements as per company policy.
- Review Annexure A for detailed Compensation Breakup
- This offer letter is valid till {buffer time (joining date + 4 days)}. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR at hrindia@futransolutions.com.
- As per organization policy, the probation period applicable to you shall be Three (03) months. You would be posted at our {joining location}. However as and when required, you may be required to re-locate to any of the offices in India or abroad.
- During probation, the period of notice required for resignation is thirty (30) days. After probation, the period of notice required for resignation is Sixty (60) days.
- You will abide by the rules and regulations of the Company as may be in force from time to time and any violation towards the same will result in disciplinary action as detailed in the joining documents.
- Your appointment is subject to satisfactory clearance of reference and background checks

and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

- Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.
- Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **{joining location}**.

Please submit the following documents to HR before the date of Joining:

{required documents different as per experience}

1. Photocopies of your SSC, Intermediate, & Graduation Degree certificates,
2. Certifications, if any,
3. Experience & relieving Letters of all previous employers
4. Three color passport-size photos,
5. Latest Three (03) months' salary slips from your previous organization
6. Bank Statement
7. Copy of Aadhar, Pan & Passport

We look forward to welcome you aboard.

Sincerely,

For Futran Tech Solutions Pvt Ltd.,



Amit Shrimali

Amit Shrimali

(Head – India Operations)

Agreed & Accepted

Date:

Name:

Signature:



Salary Structure				
	With PF		Without PF	
Particulars	Monthly	Yearly	Monthly	Yearly
Basic	41666.666666666664	500000	41666.666666666664	500000
HRA	16666.666666666668	200000	16666.666666666668	200000
Employer Contribution to PF	1800	21600	0	0
Special Allowance	23199.999999999996	278400	24999.999999999996	300000
Gross Salary	83333.33333333333	1000000	83333.33333333333	1000000
Less:				
Employer Contribution to PF	1800	21600	-	-
Employee Contribution to PF	1800	21600	-	-
Net Pay before taxes	79733.33333333333		83333.33333333333	
Cost to Company		1000000		1000000
Monthly salary to be disbursed post deduction of taxes subject to the prevailing tax laws				

You will receive salary, and all other benefits forming part of your remuneration package subject to and after deduction of tax at source in accordance with applicable law.

Agreed & Accepted

Name:

Signature:

Date: