

Dear Mr.Talapagala Bairava Sivaprasad Reddy,

Greetings and Congratulations!

We at Claritaz Tech Labs, are pleased to offer you in our esteem organization as **“Software Engineer” and you are expected to join us on 05th July 2022.** You will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service.

As a member of our team, we would expect your commitment to deliver outstanding and quality deliverables that exceed client expectations. In addition, we expect your personal accountability in all the services, actions, advice and results that you provide as a representative of Our Organization. We are committed to provide you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

We are confident that this opportunity will be both challenging and rewarding.

In your role of position, you will be expected to carry out the duties and responsibilities described in the enclosed job description which is updated to you.

We are offering you an **annual CTC of Rs.6,00,004/- (Rupees Six Lakhs And Four only).**

Kindly submit the below required documents on the date of joining.

1. Copy of address & ID proof (Passport, Driving license, pan card, Voters ID, etc) – 3 Copies
2. Copy of educational documents (X std, XII std, UG, PG, diploma, Certifications, etc)
3. Copy of relieving letter & experience letter from previous employer. (Proof of experience)
4. Copy of Salary proof (last month pay slip / Salary certificate & 3 months bank statement)
5. Passport size photograph – 7 Nos (Hard Copy)
6. Passport size photograph – Soft Copy.
7. Copy of Aadhar.

*** Please note all the above documents are mandatory.**

*** Kindly provide all the above mentioned original documents for verification.**

*** Please inform us if you do not have any of the above documents.**

Candidate Signature and Date

You will be initially in probation for a period of 6 months and during probation the company can terminate the relationship at any time with or without cause and with or without notice. Successful completion of probation period leads to confirmation.

Duties and Responsibilities:

You are expected to strictly follow the Company Policy.

You are neither to divulge nor give out information to any unauthorized person during the period of service or particulars about products and services, technical knowhow, security arrangements, administrative and / or organizational matters of a confidential / secret nature which may be your privilege to know by virtual of your being our employee.

You will be governed by the policy of the company with regards to leave and other administrative matters that may come in force from time to time.

Please take this as a formal offer and hard copies of Appointment Letter will be given to you on the date of joining.

If you are in agreement with the above employment offer details, please sign below, scan and return this employment offer. This employment offer is in effect for Two business days.

We are looking forward to your joining our team, an opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Meanwhile, if there is any further information we can provide regarding this offer, please do not hesitate to contact us.

Encl –Annexure 1-Salary Structure

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*Best Wishes,
Human Resources*

Claritaz TechLabs LLP

Candidate Signature and Date

Annexure - I - Salary Break Up		
Break Up	Per Month (R/O)	Per Annum
Basic	19207	230484
Dearness Allowance	4802	57624
House Rent Allowance	12004	144048
CCA	10404	124848
Other Allowance	1600	19200
Gross Salary Per Month (A)	48017	576204
Annual Benefits		
Medical Insurance / Trauma Care Consortium		2200
Benefits (B)		2200
Employer Cost		
**Provident Fund(Employer Contribution)	1800	21600
Employer Cost (C)	1800	21600
Grand CTC Total(A+B+C)	49817	600004
*Professional Tax and TDS deductions are applicable as per Govt. norms		

For Claritaz Tech Labs LLP

Authorized Signatory

Candidate Signature and Date