today

gender name

address

Dear name,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

**Position :** position

# Grade : grade

# Start Date (On or Before) : JOIN

**Compensation:** Total CTC of INR compensation per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

**Probation & Notice Period:** You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non performance and elimination of the position per ADP's business needs.

**Place of work:** Your initial place of work will be locationn. However, your services are transferable and you may be assigned, to any location in or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



# Satyanarayana Vinjamoori (Vice President - HR)

**Details of Compensation**

Name : name

Position: : position

Grade : grade

|  |  |  |
| --- | --- | --- |
| **A. Base Salary** | **Monthly (INR)\*** | **Annual (INR)\*** |
| Basic Salary | INR basic | INR ! |
| House Rent Allowance | INR hra | INR @ |
| Flexible Benefits\*\* | INR flex | INR # |
| **B. Bonus (20% of Basic Salary Paid Monthly)** | INR bonus | INR $ |
| **C. Standard Benefits** |  |  |
| Provident Fund\*\*\* | INR pf | INR ^ |
| Gratuity | INR gra | INR & |
| **Gross Compensation (A+B+C)** | INR gross | INR annual |

|  |  |  |  |
| --- | --- | --- | --- |
| Variable Performance Incentive (VPI)#  (will range from 0% to 175% based on performance) | **0%** | **100%** | **175%** |
| INR 0.00 | INR @ | INR VAdditional |
| **Total CTC (Gross + VPI)##** | **INR ctc** | | |

*\* Indian Rupees*

*\*\* Flexible Benefits include Leave Travel Allowance and Children Education Allowance*

*\*\*\* PF will be deducted as per the statutory norms*

*# These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP ## Total CTC is computed at 100% VPI payout*

*Tax will be applicable as per Tax Slab & Tax Regulations*

**Terms and Conditions**

# 1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

**2. Confidentiality**

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

# 3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

# 4. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the organization, you are required to produce a copy of the relieving letter (if you have previous work experience) from your last employer.

# 5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

# 6. Statutory Benefits

**Provident Fund:** Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

**Gratuity:** The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

**7. Statutory Compliance**

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

# 8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

1. **Health Insurance**

You and your dependents will be covered as per the existing Mediclaim Insurance Policy provided by the organization.

1. **Personal Accident Insurance**

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

# 11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after 1st of January, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

# 12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

**13. Maternity Benefit**

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

# 14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

# 15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

# 16. Relocation Assistance

If you are joining from outside Telangana, you may avail the organization-paid accommodation for two weeks. To avail the facility, you need to send an e-mail to [adp\_india\_accomadation@ADP.com](mailto:adp_india_accomadation@ADP.com), conforming your requirement for such accommodation at least 15 days prior to the Start date.

You are eligible for relocation assistance towards travel, expenses towards movement of goods and household articles (including insurance), brokerage,

per diem and miscellaneous, expenses subject to a maximum amount up to INR 20,000 if you are relocating with your family (dependent parents/in-laws, spouse and kids). If you are relocating without your family, you can claim up to INR 10,000. The claims are subject to submission of original bills (wherever applicable).

In case you leave the organization, for any reason, within one year, you will be required to refund the relocation amount to the organization.