

Date: 05-May, 2021

Dear **Praveen**,

As discussed, it gives us great pleasure in informing that we are giving you **study leave** (sabbatical leave). Also, we are pleased to inform that after graduating, you will be joining our team as **Senior Software Developer**. You are requested to go through the letter and handover a copy of same after signing the acceptance.

We will be offering you the following compensation and benefits:

- Annual gross salary of 10,00,000 (12 monthly wages per year).
- Paid Education leave (The salary will be credited as per Rules and regulations).
- Private health and dental insurance plan.
- Eligibility for any additional employee benefits that the company may provide in the future.

Attached you'll find your leave of absence agreement that contains your new employment terms along with your compensation package and benefits. Please review and come by the HR's office to sign it. Feel free to reach out to me, should you have any questions

We appreciate your hard work and commitment to the Promien Services team for the past few months. We're all looking forward to seeing you achieve great things in your new role.

Thank you for your patience, kindness We learnt a lot from you. All the best in your future endeavors.

Congratulations!

**With Best Wishes**

**For: Promien Consultancy Services (P) Ltd.**



**Mr. Ravinder Pal  
Manager- Human Resources**

**Employee Name:**

**Employee Signature:**

**Date:**

Cc:Personal File