

# OFFER LETTER

Date: 27/11/2025

Dear Ujjwal Kumar,

Congratulations! Further to your application as a Senior Coding Instructor with us and the subsequent selection process, we are delighted to offer you the role of Senior Coding Instructor in our organization. The location of your initial reporting will be shared after your confirmation. As per the agreed terms, you have to work as per school hours. You will meet with your onboarding specialist who will assist you with your joining formalities. If you have any queries about your first day, send an email to [hr@aaklan.com](mailto:hr@aaklan.com).

On your joining date, please bring:

1. Copy of offer letter duly signed and dated by you.
2. Self photographs (passport size, color with white background)
3. One set of printouts of the completed onboarding forms & Originals.
4. Aadhaar card xerox.
5. Relieving documents from the most recent employer. (if applicable)
6. Passport and Pan card xerox.
7. Relevant Education Documents.
8. Last 3 months pay/salary slip (if applicable)

You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is 6 months but may be extended or confirmed earlier based on your performance and at your supervisor's discretion.

Your individual remuneration is strictly confidential and is detailed in Annexure A.

Your pay cycle is monthly. Your salary will be calculated on the basis of the number of working days in a month. Our pay cycle runs from the 1st of every month to the 30th/31st of every month and pays are processed till the 15th to 20th of the next month.

You are expected to enter into an employment agreement, which details the scope, terms, and conditions of your work, the necessary training, and confidentiality obligations with our organization.

If you do not confirm your acceptance, this offer letter will be withdrawn. To confirm your acceptance of this offer letter, you are required to accept it by signing at the bottom of this document.

Please note that if you do not provide your acceptance, you will not be allowed to join.

Welcome to AAKLAN IT SOLUTION PRIVATE LIMITED. We wish you a long, rewarding, and fulfilling career and look forward to your joining us.

Yours Sincerely

AAKLAN IT SOLUTION PRIVATE LIMITED

## ANNEXURE A

### EXPLANATION OF COMPENSATION COMPONENTS

Components	Amount
CTC	400000
Basic Salary	12000
House Rent Allowance	2000
Provident Fund (PF) (if any)	1500
Security Amount (if any)	1000
Net Salary	15000