

Ref. no: : CESPL/SW/PN/25-024  
Issue Date: : 14<sup>th</sup> April 2025

### **Offer Letter**

To,

**Name** : Mr. Sachin Mishra  
**Address** : Gram Datanw, Post-mahuari, VTC-Mahuwari, PO- Mahuari, Jaunpar, UP - 222165  
**Contact no.** : +91- 70806 23634  
**Email ID** : sachin.mern@gmail.com

Dear Mr. Sachin,

**Subject : Offer and Confirmation of Appointment**

Following our discussions, we are pleased to issue this Letter of Intent (LOI) outlining the terms of your proposed employment with our company. You are being offered the designation of React Developer (Software Division)." This appointment is conditional upon your joining no later than 15<sup>th</sup> May 2025, and fulfilling all prerequisites outlined in this letter.

1. Your annual remuneration of INR 7,00,000/- (Rupees Seven Lakh sOnly), as detailed in "**Annexure-A**" attached to this letter, will be subject to a three-month probationary period. During this time, your performance, conduct, and overall suitability for the role will be assessed. Completion of the probationary period does not guarantee continued employment, as your employment remains subject to the Company's business requirements, client contracts, and management's discretion.
2. Your base location will be our Pune office at: B/519, Suratwala Mark Plazzo, Hinjawadi Village, Hinjawadi, Pimpri-Chinchwad, Pune, Maharashtra 411057  
To ensure effective collaboration, you may be required to visit our corporate office in Surat, Gujarat, as needed. The Company also reserves the right to transfer or relocate you to any of its locations, departments, branches, subsidiaries, or associated entities in India or overseas, based on operational requirements.
3. You will follow the Company's rules and regulations as they may change from time to time. The Company reserves the right to amend its policies, procedures, or terms of employment at its sole discretion, with or without prior notice, in accordance with applicable laws.
4. **Duties & Responsibilities**  
You are expected to:
  - a) Perform your duties with professionalism, sincerity, and efficiency.
  - b) Dedicate your full time, attention, and efforts to the Company's business.
  - c) Act in the best interests of the Company at all times.

5. **Confirmation of Appointment and Submission of Required Documents:** To confirm your acceptance of this appointment and its associated terms and conditions, you are required to sign and return a copy of this letter along with the necessary documents by the specified deadline. Failure to do so will result in the automatic withdrawal of this appointment. Furthermore, the Company reserves the right to revoke this offer if any of the submitted documents are incomplete, delayed, or deemed unsatisfactory.

**Required Documents:**

- a) Relieving/Resignation Acceptance Letter – A copy of your relieving letter and/or resignation acceptance letter from your previous employer.
- b) Identity and Banking Details – Copies of your Aadhar Card, PAN Card, and either a Bank Passbook or a Cancelled Cheque.
- c) Educational Credentials – Certificates and mark sheets as proof of academic qualifications.
- d) Work Experience Verification – Service certificates, previous appointment letters, and the last three months' salary slips.
- e) Medical Fitness – A Physical Fitness Certificate issued by a certified medical professional.
- f) Background Verification – A valid Police Clearance Certificate.
- g) Photographs – Two recent passport-size photographs.
- h) Statutory Forms – Duly completed and signed Form 11 and Form 2.

Any request for an extension must be formally approved in writing by the HR team. Failure to obtain prior approval may result in the cancellation of your appointment.

6. **Accuracy of Information and Employment Validity:** This appointment is issued based on the information provided by you in your job application and during the interview process. If, at any time, it is found that any of the information submitted is inaccurate, misleading, or that relevant details have been withheld, the Company reserves the right to revoke this offer or terminate your employment with immediate effect, without prior notice or compensation.
7. **Confidentiality and Tax Liability:** Your appointment, including all related compensation details, is strictly confidential and must not be disclosed to any third party or any of your colleagues. Any tax liabilities arising from your remuneration shall be solely your responsibility, in accordance with applicable Income Tax laws.
8. **Issuance of Detailed Appointment Letter**  
Upon successful completion of the joining formalities and your official reporting to the office, you will be issued a detailed appointment letter outlining your terms of employment, job description, roles, and responsibilities.

We are delighted to welcome you to **CORE-EHS Solutions Pvt Ltd** and look forward to your valuable contributions and professional growth with us.

Yours sincerely,  
For **CORE-EHS Solutions Pvt Ltd**

## Annexure-A

**Employee Name: Sachin Mishra**
**Designation: React Developer**

Salary Breakup in INR	
Particulars	Amount (Rs.)
Basic + DA Salary	22000
HRA	5500
Convenyance Allowance	7500
Project Allowance	7837
Other Allowance	10500
Interim Bonus	0
<b>Total Gross Salary (A)</b>	<b>53337</b>
Deductions from Employee Salary	
PF 12%	-
ESIC 0.75%	-
PT	200
TDS	As Applicable
Retention 3%	1,600
<b>Total Deductions</b>	<b>1800</b>
<b>Net Payment</b>	<b>51537</b>
Cost to Company	
Leave with Wages 23	3939
PF Employer Share 13%	0
ESIC Employer Share 3.25%	0
Gratuity 4.81%	1058
<b>Total Cost</b>	<b>4997</b>
<b>Monthly CTC</b>	<b>58334</b>
<b>Annual CTC</b>	<b>700007</b>