

SIMPLIFY WORKFORCE PRIVATE LIMITED

CIN: U72200TG2021PTC151294

Letter of Intent

To,

20th September 2021

Varun Khurana

78/24, Block 8,
Govind Nagar Kanpur,
Uttar Pradesh - 208006

Dear Varun Khurana,

With reference to your application and subsequent interviews you had with us, we are pleased to extend you the offer of employment for the position of **"Lead QA Engineer"** with our organization. Your date of joining will be

06-October-2021. Your place of posting would be **Noida.**

Your appointment is subject to the following:

1. Confirmation of your acceptance within 48 hours via email
2. Two Satisfactory referrals

In the event either of the conditions mentioned above is not fulfilled to our satisfaction, we reserve the right to withdraw/terminate this offer without any notice or assigning reasons thereof.

You are requested to join us on **06-October-2021.** Any changes in the date of joining need to be pre-informed and approved. You are also requested to produce the following documents (Xerox & Original) at the time of joining:

1. Copy of Birth/School Passing Certificate (Class X)
2. Copy of Passing Certificate (Class XII)
3. Copy of Graduation/Post Graduation Degree/Certificates
4. Copies of Appointment Letters and Relieving Letters from all previous Employers
5. Original Copy of Last 3 Salary Slip received from previous Company
6. Cancelled Cheque of HDFC Account (if applicable)
7. Cancelled Cheque of the previous salary account (if applicable)
8. Five recent passport size photographs (Self)
9. Original copy of FORM 16 (Tax Deducted at source) from previous employer (if applicable)
10. ID Proof (Mandatory - PAN Card, Optional - Driving License)
11. Address Proof (Mandatory - Aadhar Card, Optional - Voter ID card, Passport)

A comprehensive Appointment Letter containing the detailed terms and conditions of the employment will be shared with you on the day of joining. Your Cost to Company will be **Rs.21,00,000 Per Annum.** You would be eligible for PLI/other benefits per the company policy.

Sincerely yours,

(Accepted)

Simplify Workforce Pvt. Ltd.



Karan Jakhar
Sr. Manager - HR

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Regd. Office: AWFIS, N Heights, 4th Floor, Hi-tech City, Hyderabad-500081, Telangana

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Annexure 1

Compensation Details

Annual Compensation: Gross CTC Rs. 21,00,000 per Annum

Sr. No.	Particulars	Amount (INR)
Name- Varun Khurana		
DOJ- 06-October-2021		
1	Basic	87,500
2	HRA	43,750
3	Books, Periodic & Telephone Allowance	5,000
4	Driver Salary Allowance	7,000
5	Special Allowance	29,950
6	PF Contribution by Employer	1,800
	Monthly CTC	1,75,000
	Annual CTC	21,00,000

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax, as applicable

Please Note: You will also be eligible for INR 2,00,000 Annual Bonus.

Sincerely yours,

Simplify Workforce Pvt. Ltd.

(Accepted)



Karan Jakhar
Sr. Manager - HR

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