

13 August 2018

Dear **Govarthini P,**Greetings from **PATHFINDER.**

Congratulations for your successful interview!

We take immense pleasure in offering you the position of **Data Analyst@ PATHFINDER** and your date of joining shall not be later than **16<sup>th</sup> August 2018.**

Your **Annual CTC would be INR 1,80,000 PA** .However, the structure of your compensation plan may change from time to time in line with the compensation policy and best practices of the organization.

You will be on probation for **6 months** from the date of joining & confirmation of employment is subject to successful review & completion of probation. Your current work location would be **Chennai, INDIA** and this is subject to change on further discussion.

You will abide by the rules and regulations of the company as may be in force from time to time, any violation would subject you to disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any service agreements that you may have executed, which could have a bearing on your working with us.

This offer letter is based on the information provided to us for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We extend you a very **WARM WELCOME** to **PATHFINDER**, **BEST WISHES** for your **BRIGHT FUTURE** while in **PASSIONATE & DEDICATED CONTRIBUTION** to the **BRAND PATHFINDER**.

On the date of joining, please bring the following documents for verification / submission.

- Mark sheets of all College / University qualifications (all semesters) and copies of it.
- 3 passport size photographs.
- Copy of your passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage)
- ID Proof and its copy
- Address Proof and its copy
- Experience & Relieving Certificates and its copy.
- Previous FORM 16, If Any
- Previous company IT declaration, If Any

**A reply mail as a token of acceptance of this offer is required to acknowledge & secure this offer**

Thanks &amp; Best Regards

**For Pathfinder Enterprise Solutions Pvt Ltd.,****Uma P****Associate Manager – HR | Generalist**

**Annexure - 1**

CTC BREAKUP (INR)		
CTC	15000	180000
Description	Monthly	Annually
i) Basic	7500	90000
ii) HRA	3750	45000
iii) Transport Allowance	600	7200
iv) CCA	300	3600
v) Medical Allowance	1250	15000
vi) Special Allowance	1600	19200
<b>Gross Salary</b>	<b>15000</b>	<b>180000</b>
<b>Monthly Deductions:</b>		
PF	0	0
PT	208	2496
<b>Total Monthly Deductions</b>	<b>208</b>	<b>2496</b>
<b>Net Pay</b>	<b>14792</b>	<b>177504</b>

**Note:** TDS/Statutory deduction will be based on the rules and regulations. Monthly insurance deduction will be applicable as and when required.

**For Pathfinder Enterprise Solutions Pvt Ltd.,**

 

**Uma P**  
**Associate Manager – HR | Generalist**