

November 09, 2020

Dear Anuja Mane,

SUB. : Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as Implementation Consultant at our Pune office.

Breakup of your compensation package is provided herewith. As discussed we would like you to join our company on November 09, 2020 at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void.

	Per Month	Per Annum
General components		
Basic	Rs. 6708	Rs. 80500
House Rent Allowance	Rs. 3354	Rs. 40250
Special Allowance	Rs. 6131	Rs. 73573
Total Gross Salary	Rs. 16193	Rs. 194323
Employer Contribution		
Provident Fund	Rs. 1541	Rs. 18489
Gratuity ****	Rs. 323	Rs. 3872
ESI	Rs. 527	Rs. 6316
Total Employer Contribution	Rs. 2391	Rs. 28677
Bonus		Rs. 7000
Annual Cost to Company (CTC)		Rs. 230000
Total CTC		Rs. 230000
Employee Deductions		
Provident Fund	Rs. 1541	Rs. 18489
ESI	Rs. 121	Rs. 1457
Total Net Salary **		Rs. 14531

Note 1:

** Excluding taxes (Professional Tax, Income Tax, etc.)

**** Gratuity is payable to employee on completion of 5 years service as per Payment of Gratuity Act, 1972

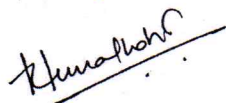
Note 2:

Our monthly payroll cycle is from 1st to last day of every month

You are asked to report for duty at the following address: *Neeeyamo Enterprise Solutions, 1st floor, IT 5 building, M/S Flagship Infrastructure Pvt Ltd, SEZ, Survey no. 154/6, Rajiv Gandhi InfoTech Park, Hinjewadi, Phase 1, Pune-411057.*

We count on you to take Neeeyamo to greater heights. Wish you the very best!

Warm Regards
For **Neeeyamo Enterprise Solutions Pvt. Ltd.**



Rupinder Kaur
Associate Director, Human Capital Management | Neeeyamo Enterprise Solutions

Annexure

Annexure 1: List of document copies you need to produce on Day 1

1. Current Resume
2. Class X Mark Sheet & Certificate
3. Class XII Mark Sheet & Certificate
4. UG, PG, Other : Mark Sheets & Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving Liscence/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)