



WINSPARK INNOVATIONS LEARNING PVT LTD.
Plot No. 76 D, Udyog Vihar Phase -4, Sector-18, Gurugram, Haryana-122001
<http://www.planetspark.in>

Letter of Intent

Date: 25/04/2022

To

Anamika Singh

Employee Code: PS10531

Dear Anamika

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **03 May 2022**. You will be working from home and in the international process. Your shift timings are 3:00pm to 12:30am.

Your overall training period is for 5 weeks. which can be extended if needed. During this period the below mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	\$1500
USA	\$1500

Initial training will be for 14 days. During this period, you would receive a gross of INR 10,000 (PF deduction are applicable) till the below mentioned revenue is achieved the training gross remains the same.

Region	Targets
Domestic	Rs 18000
UAE	\$405
USA	\$465

Post successful completion/clearance of 14 days training eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us post the training clearance will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	4000	48000
Night Shift Allowance	5000	60000
Gross Salary	33500	402000
Variables (At Target Incentives)	20000	240000
Employer PF Contribution	1800	21600
Total CTC	55300	663600

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of three month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 45 days.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

1. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

2. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

3. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

4. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”

Signature

Date