

18th May 2023

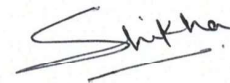
Ms. Anjali Verma
Kanpur (Uttar Pradesh)

Sub: Offer Letter

Dear Anjali,

Further to the discussions we have had, we are pleased to formalize our offer of appointment to you as **"Software Developer"** in our Company on the terms and conditions described below:

1. Your Annual CTC would be **INR 2,88,000/- per annum** (Rupees Two Lacs, eighty-eight thousand, rupees only per Annum).
2. You will be initially based at **Kanpur (Uttar Pradesh)**. However, during the course of your employment with the Company, your services are liable to be transferred, seconded or deputed to any of the Divisions, Branches or Companies belonging to, or affiliated to, or associated with the Company. Such transfer, secondment or deputations may be within India or Overseas.
3. You are requested to join us at the earliest, but not later than **5th June 2023**. On joining duty, please report to your Manager **Mr. Amrinder Singh**.
4. This offer of appointment is valid till **5th June 2023** for joining the employment of the company. In case, for any reason, the date of joining needs to be extended, the same shall be on mutually agreed terms.
5. The Management reserves the right to withdraw the said offer in case any of the information provided by you is found misleading or misconceived and/ or if any of the above conditions are not fulfilled by you at the time of joining. This offer is provisional in nature and the regular letter of appointment shall be made to you upon your completion of joining formalities.
6. **This position requires a time commitment of minimum 2 years with the company. Upon acceptance of this offer, you will be required to serve minimum 2 years with the company.**
7. Your services can be terminated with **02 months' notice**, based on your performance, market conditions and demands of the business.
8. Enclosed is an Annexure-1 that contains the list of joining documents that need to be submitted on or before your joining date



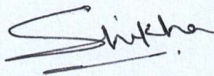
We are happy to welcome you to our organization and look forward to your building a mutually beneficial long - term association with the Company. In token of having accepted the above, please sign on the duplicate copy of this letter and return to us on or before your joining date.

Should you need any further information/clarification, please contact: **Ms. Shikha Udainiya**
(+ 91 6388903233)

Thanking you.

Yours sincerely,

For WRMS



Shikha Udainiya
Manager - Human Resources



I hereby accept the offer with terms and conditions mentioned above.

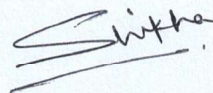
Signature : _____

Date : _____

Annexure-1

Documents to be furnished at the time of joining

- Updated Copy of Resume
- Proof of Date of Birth (Copy of birth Certificate/Passport)
- Resident Proof (Copy of driving License/ Election Card)
- Two copies of recent passport size colored photograph
- Copy of PAN No. /Aadhar Card
- Copies of certificates testifying educational & professional qualifications
- Relieving/Experience letter from last organization
- Last 3 month's salary slip and CTC Copy
- Salary certificate/ Tax Certificate/ Form 16 from last organization

A handwritten signature in black ink, appearing to read 'Sinha', with a horizontal line drawn underneath it.

Annexure-2

Salary Compensation Breakup		
Salary Components	Per Month	Per Annum
Basic Salary	12,000	1,44,000
HRA	9,063	1,08,756
Consolidated Allowances	0	0
Gross Salary	21,063	2,52,756
Statutory Bonus	800	9,600
Retiral Benefits		
Provident Fund Employer Contribution	1,560	18,720
ESIC Employer Contribution	0	0
Gratuity (4.81% of basic salary)	577	6,924
Gross Fixed Compensation	24,000	2,88,000

