



Vodafone Idea Limited || Letter of Intent

1 message

Kashyap, Abhinav (COR), Vodafone Idea <Abhinav.Kashyap@vodafoneidea.com>

Mon, Sep 20, 2021 at 12:19 PM

To: vaishnavi2508@gmail.com <vaishnavi2508@gmail.com>

Cc: Vissa, Rohan (COR), Vodafone Idea <rohan.vissa@vodafoneidea.com>, Patil, Arvind (COR), Vodafone Idea (External) <Arvind.Patil2@vodafoneidea.com>

Note:- This is the official "Letter of intent/Offer letter", post joining you will receive the appointment letter.

LETTER OF INTENT

Dear Vaishnavi,

Congratulations! Welcome to Vodafone Idea! Based on your application and subsequent assessment meetings with you, we are pleased to offer you the position of **Manager-Incident Management** in **Band M1** of our Organization. Your initial place of posting will be **Pune**.

We are enclosing the details of your compensation package of **630000/- Per Annum (Six Lakhs Thirty Thousand Only)** along with this Letter of Intent. A formal letter of appointment stating the terms of employment will be issued prior to joining.

Please send us an acceptance of the same by **20th Sep, 2021, 2021 EOD** along with a **copy of your resignation acceptance letter** from your current employer so that we can go ahead with the rest of the approval process.

This letter of intent is subject to you satisfying the following:

1. A written confirmation to join Vodafone Idea Limited is proposed as **04th Oct, 2021 (Tentative- to be confirmed by candidate)**, kindly confirm your joining date.

2. Your clearance of the Pre-employment Medical Examination by a Medical Officer designated by the company

3. A positive Background verification of your educational qualification(s) from a recognized institute/ university (UGC, AICTE for India and respective education board for abroad) and employment check(s) (as applicable). Your continuation of employment with the Company is subject to clearance of any Background Check completed post your joining.

Please note that this offer is subject to you being found medically fit & being cleared after the reference check. Your continuation of employment with the Company is subject to clearance of Background and Antecedent check which would be completed post your joining.

Kindly accept this letter indicating your acceptance of our terms and conditions by **20th Sep, 2021**. You are requested to submit the self-attested copy of list of documents mentioned below on or before your joining day.

- A copy of the relieving/ resignation acceptance letter to your present employer
- Documentary evidence of the last salary drawn
- Documentary evidence of date of birth
- Attested copy of all Educational Qualifications (SSC, HSC, Degree/Diploma)
- Four passport size photographs (against a white background only)

Please note that all the above documents and information provided by you form the basis of your representation and our offer, and the same shall be subject to verification as may be required by the Company from time to time.

By acceptance of this Letter of Intent, you hereby confirm that you are not subject to any ongoing restrictions or obligations, which would prevent or otherwise place limitations on your ability to join us from your designated start date, or prevent you from performing your role as **Manager-Incident Management**.

We look forward to a mutually beneficial association. We believe that you will have a fruitful and successful career with us.

Annexure : Compensation Details	
Name:	Vaishnavi Laxman Lavhare
Role :	Manager-Incident Management
Band	M1

	Rupees per Month	Rupees per Annum	
Monthly Component (A)			
Basic Salary	18,261	219,132	
Management Allowance	15,191	182,294	
HRA @ 50% of Basic	9,131	109,572	
Retirals (B)			
Provident Fund @ 12% of Basic	2,191	26,292	
Gratuity @ 4.81% of Basic	878	10,536	
Total Fixed Pay (A+B)	45,652	547,826	
Variable Target (C)			
Variable Target Pay#	6,848	82,174	Variable Pay is @ 15% of Fixed Pay
Target CTC (A+B+C)	52,500	630,000	
# Payout as per applicable (Target Variable Pay/Target Commission (Sales Incentive Plan) and continued employment with Vodafone Idea Limited as per policy.			
# Management Allowance & Target Variable Pay/Target Commission (Sales Incentive Plan) basis role, inclusive of statutory bonus, if any, applicable under statute.			
"The TVP/Incentive (basis applicability) amount mentioned above, is at Target (inclusive of statutory bonus, if any) and actual pay-out against it can range from nil to the upper limit as may be prescribed in line with the Variable Pay guidelines/policy of the Company. The final decision on any Variable Pay pay-out will be at the sole discretion of the Company."			

Abhinav Kashyap

HR Operations

Keep using "Workplace" & "Aisha-Your 24/7 HR Assistant"



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(formerly Idea Cellular Limited)
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This message has been classified **C1 – Vodafone Idea External** by **Kashyap, Abhinav (COR)**, **Vodafone Idea** on Monday, September 20, 2021 at 12:19:06 PM.

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