

Private & Confidential

11<sup>th</sup> January 2022

## OFFER LETTER

Dear Neha,

Subsequent to the meetings you had with us, we are pleased to make an offer of employment to you as **Associate Analyst (A1)**.

Your starting annual cost to company (CTC) will be **INR 4,20,000 /- (INR Four Lakh Twenty Thousand Only)** per annum post confirmation. This includes a performance-linked Variable Pay of INR 42,000. This Variable Pay Component will be payable based on your performance and overall company performance, and that you being on the rolls of the company at the date of disbursement.

You will be on a probation for a period of six months from the date of joining, which is liable for extension at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing. The compensation during the probation period would be INR 18,000/- (INR Eighteen Thousand Only) per month.

Joining Bonus of INR 60,000/- (INR Sixty Thousand Only) will be paid out in four equal parts after the end of every three months from the date of joining.

Either party can terminate this employment agreement by providing a notice period of 90 days to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the Company. The notice period shall be of 30 days during the probation period.

This offer is subject to your satisfactory background verification. Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo medical examination if and when considered necessary.

A compulsory online training program will be rolled out after your acceptance of the offer, and this program will run in parallel with your current academic schedule. Considering your academic commitments, ample time will be provided for completion of the program. Successful completion of the program is a pre-requisite for joining the company, and any negligence or non-compliance with instructions regarding the training, may result in cancellation of the offer extended to you.

You are requested to confirm the receipt and acceptance of your offer in writing, failing which the offer extended to you, stands cancelled. Your initial place of work shall be at our **Pune office** and your date of joining will be informed to you in due time. In case of temporary work-from-home situation, you will be informed accordingly.

The components of your salary are provided in Annexure - A and would be governed by the company policy.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual admiration.

Warm regards,  
Human Resources - Rudder Analytics

Annexure - A

Name: Neha Patil		
Designation: Associate Analyst(A1)		
Location: Pune		
Date of Joining: TBD		
	<b>Per Month (INR)</b>	<b>Annual (INR)</b>
Basic	12,250	1,47,000
Housing Rent Allowance	4,900	58,800
Leave Travel Allowance	2,000	24,000
Other Allowance	9,909	1,18,903
<b>Total Fixed Pay (A)</b>	<b>29,059</b>	<b>3,48,703</b>
<b>Variable Pay (B)</b>		<b>42,000</b>
<b>Cost to Company (A+B)</b>	<b>29,059</b>	<b>3,90,703</b>
<b>Benefits:</b>		
Employer Contribution to PF	1,470	17,640
Gratuity	589	7,068
Employer Contribution to ESI	-	-
Medical Insurance	382	4,589
<b>Total Benefits (C)</b>	<b>2,441</b>	<b>29,297</b>
<b>Total Cost to Company (A+B+C)</b>	<b>31,500</b>	<b>4,20,000</b>
<b>NOTES:</b>		
<p><b>Variable Pay:</b> Variable Pay specified in the CTC is at a 100% payout amount. Variable Pay is linked to employee performance and the Company performance and is paid out on a pro-rata basis on completion of annual performance review. Employee will be eligible for the variable pay after completing a minimum 6 months of service from the date of employment confirmation and on being an active employee and not on the notice period at the date of disbursement.</p> <p><b>Probation:</b> Employee will be deemed to be on probation in the services of the Company until confirmed in writing. The initial period of probation is six months from the date of joining, which may be extended by the management at its sole discretion.</p> <p><b>Appraisal Eligibility:</b> Employee will be eligible for appraisal after serving for a minimum six months period after employment confirmation.</p> <p><b>Medical Insurance:</b> Employee will be eligible to be covered under the existing group insurance of the Company.</p> <p><b>Gratuity:</b> Gratuity shall apply as per the 'Gratuity Act 1972'.</p>		