

30-06-2023

Dear **Neha Dorage**,

**SUB.:Offer Letter**

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

The break-up of your compensation package is provided herewith. We would like you to join our company tentatively on **17-Jul-2023** at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void. Your gross emoluments will be Rs. **350000** per annum (CTC).

You are expected to furnish a bank guarantee of Rs.1,50,000/- for 3 years from HDFC Bank prior to your joining. A detailed appointment letter will be issued to you upon your joining.

	Per Month	Per Annum
<b>General Components</b>		
Basic	14583.00	175000.00
House Rent Allowance	7292.00	87500.00
Special Allowance	3707.00	44482.00
Fixed Bonus	583.00	7000.00
<b>Total Gross Salary</b>	<b>26165.00</b>	<b>313982.00</b>
<b>Employer Contribution</b>		
Provident Fund	1800.00	21600.00
Gratuity*	702.00	8418.00
<b>Total Employer Contributions</b>	<b>2502.0</b>	<b>30018.00</b>
<b>Annuals</b>		
Insurance Premium		6000.00
<b>Cost to Company (CTC)</b>	<b>29167.00</b>	<b>350000.00</b>
<b>Employee Deductions</b>		
Provident Fund	1800.00	21600.00
<b>Total Net Salary**</b>		<b>24365.00</b>
<b>GMC &amp; GPA Coverage</b>		
Health Insurance		200000.00
Accidental Insurance		250000.00

**Note 1:**

- \* Gratuity is payable to employee on completion of 5 years' service as per Payment of Gratuity Act, 1972
- \* Statutory bonus is calculated as per the Payment of Bonus Act, 1965 and is paid monthly.
- \*\* Excluding taxes (Professional Tax, Income Tax, etc.)

**Note 2:**

Our monthly payroll cycle is from 1<sup>st</sup> to the 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.

Please indicate your acceptance of this offer under the terms described above by returning a signed copy of this letter no later than 02-07-2023, post which the offer stands null and void.

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  
Head - 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 License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)