

Employment Offer Letter

20th December 2019
Kakinada

To
Ms. B. Jyothi Mounika,
Aditya Engineering College, Kakinada.

Dear Jyothi Mounika,

Greetings!!! We would like to welcome you to the **Web Synergies** family!

With reference to your application & subsequent rounds of interview, we are pleased to make an offer to join us in the position of **Trainee – Analyst Programmer** for our Indian Office at Web Synergies (India) Private Limited, herein after to be referred as Company in this letter.

You shall be required to perform the job responsibilities as specified in point # 9 below of this offer letter. Your detailed Appointment Letter will be given on your joining date upon your willful acceptance of this offer.

Terms of Offer:

1. **Your Job Title/Designation:**
Trainee – Analyst Programmer

2. **Cost to Company (CTC):**

Your annual CTC shall be **INR 3,20,008/-** (INR Three lakhs Twenty Thousand Eight Rupees only) per annum. This CTC includes the following:

- All applicable deductions. Please find the annexure 1 for the same with this offer letter.
- Fixed Component : 2,56,008/- per annum
- Variable Component : 64,000/- per annum

Important Note:

- A. The variable pay is purely dependent on company's performance and your contribution/performance at all times throughout your term of employment with the company.
- B. You shall be informed in writing the eligible variable pay that you are entitled to receive based on the company's and your performance at the end of the each/every successful completion of your service with the company until your successful completion of your willfully agreed Service Agreement Period at the time of your joining, post your willful acceptance of this offer letter.
- C. All your entitled variable pays of first three (3) years of your service shall be paid to you upon successful completion of your third (3rd) year service with the company calculated from the date of your joining.



Bettering your Expectations

3. Mode of Working:

Full Time.

4. Working Hours / Days:

Monday to Friday. Work timings will be as per our client. However, please note that your working hours / days may change based on the work/client requirements.

5. Place of work:

You will be working from Hyderabad office. However, you may have to travel across the globe, if required based on the work priorities.

6. Reporting Manager:

You will be reporting to Mr. Surendra Babu Gade – Head of TAG

7. Joining date:

You are expected to be available to join on or before 01st June 2020.

8. Salary/Performance Review:

Salary/Performance reviews are performed annually from the date of your joining. However, Salary reviews are purely based on company's performance & your contribution to the company.

9. Job Responsibilities:

As Trainee - Analyst Programmer, your primary responsibility is to get trained thoroughly during your training period in the areas of prescribed by the Company. You shall Pay utmost attention during your training and complete the same successfully. However, a detailed Trainee – Job description shall be handed over to you at the time of your joining. Further, your job description shall change post successful completion of your training period and based on work priorities.

10. Training Period:

You shall be put under a mandatory training period for 6 (Six) calendar months from the date of your joining. You are expected to complete the training period successfully. In case of non-performance during your training period, company reserves the right to terminate your employment without assigning any notice period. Only upon successful completion of training period, you shall be issued a training completion letter to that effect.

11. Service Agreement:

- You are required to enter into a Service Agreement with Web Synergies for a period of three calendar years (36 Calendar months) at the time your joining along with your willful acceptance of our appointment letter. This includes 6 months of Foundation Training Program – FTP.
- A Surety is must for you to enter in to Service Agreement. Either of your parents or your guardian can be your Surety.
- You are requested / advised to read the Service Agreement carefully/thoroughly before you give your agreement for the same and sign the Service Agreement with the Company.

12. Notice Period:

In case, you wish to resign from the services of the company during your service (Post Successful Completion of your Service Agreement Period), you will be required to serve a mandatory notice period of 90 calendar days (Three calendar months).

Annexure – CTC Breakup

ANNEXURE – I – COMPENSATION & BENEFITS STRUCTURE		
NAME:	B. Jyothi Mounika	
DESIGNATION:	Trainee – Analyst Programmer	
	Per Month	Per Annum
A – Earnings		
Basic	8112	97344
HRA	3245	38940
Transport Allowance	1600	19200
Medical	1250	15000
Telephone Allowance	3000	36000
Special Allowance	3072	36864
TOTAL A	20279	243348
B- Deductions		
PF-Employee's Contribution	973	11676
Profession Tax	200	2400
Medical Insurance	492	5904
Total B	1665	19980
C- Net pay(Monthly)(A-B)	18614	223368
Total CTC (A+D)	21334	256008

D-PF - Employer's Contribution	1055	12660
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Please read this offer letter carefully, thoroughly and confirm your willful acceptance for the same via an email to surendra@websynergies.biz or in person giving written acknowledgement by signing on a duplicate/photo copy of this offer letter to **Mr. Surendra Babu Gade – Head - TAG** on or before 01st June 2020 & failing which this offer will cease to exist. Any request for change of joining date must be intimated in advance and should be no later than 10 working days from the joining date specified above.

We look forward to your joining the company and become a productive member

Best Regards,

For Web Synergies (India) Pvt. Ltd.



Surendra Babu Gade
Head – TAG

*****End of Appointment Letter*****

Acknowledgement & Acceptance of this Offer Letter by_____. I have carefully read & understood all the terms & conditions of my employment Offer in this letter. Further, I hereby confirm my willful acceptance to this Offer letter and hereby assure that I shall join the duties from_____Signature & Date:

13. Passport:

It would be to your advantage to have a valid passport at the time of joining duty. Please note that our offer to you is subject to your having a valid passport or producing a proof of having applied for it.

14. Confidentiality:

This offer is confidential, and you shall not disclose to any commercial or non – commercial entities and not to use it as a tool to negotiate terms with other companies, failing which Company is authorized to proceed to take legal action.

15. Note:

- Disclaimer – We wish to inform you that we are releasing this offer based on our client's requirement and you may be deputed to our clients work place after you join. However, in the event, the client cancels the requirement for this position before your date of joining, Company can revoke this offer at any time before you join us. Further your date of joining may change based on our work/business needs, which we shall keep you informed in advance.
- This offer is purely based on the information/documents provided by you and by willfully accepting this offer, you authorize Company or any external agency of Company to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.
- In case of any deviation in the information furnished by you about your academics, conduct & work experience in your duly signed CV/submitted documents during our back-ground verification, Company reserves the right to terminate this offer with immediate effect.
- Please bring the following documents as enclosed at the time of joining.

***Please note that all the documents are mandatory for joining formalities ***

1	Academic Credentials of SSC/Intermediate/Graduation/PG (Originals will be returned after verification)	Original + 1 photo copy
2	Updated CV (Duly signed)	1 copy
3	For Experienced Candidates – <ul style="list-style-type: none"> • Salary Proof – Last 3 months pay slips & Bank statement • Experience & Relieving letters from previous employers • Form 16/16A issued by your recent employer, if any IT has been deducted from your Salary 	Originals & 2 photo copies each (Originals will be returned after verification)
4	Passport & PAN	Originals & 2 Photo Copies of each.
5	Proof of present/permanent address in the absence of passport having the right address	1 photo copy
6	Latest PP Size Colour photographs	4