



July 28, 2021  
Ref No: Hyd/HR/R&S/OL/21/830

To  
Naveen Kumar Mediseti  
2-129, muthyalamma vepachettu street ,  
Village- Kajuluru, Andhra Pradesh-533468,

Dear Naveen,

Further to your interview discussion, we are happy to offer you the position of **Development Operations Engineer, Associate** with **"Infor (India) Private Limited** subject to the reference check and background verification done by Infor India.

Your place of posting will be **Hyderabad**, and we expect you to join us on **11 August, 2021**

Your Salary will be Rs. **440004/-** per annum (**Rupees Four Lakh Fourty Thousand Four** per annum) Only.

Your employment with us is contingent upon the submission of the following documents on the date of joining: -

**Your Date of Joining will be on hold / postponed if you are not bringing below Original Documents at the time of joining.**

1. **Originals Documents & One photocopy of**
  - Education - SSC, Intermediate, Degree & PG (as applicable)
  - Personal IDs – Aadhaar Card, PAN Card, UAN Card, Driving License, Voter ID & Passport etc
2. **3 passport size colored photographs and Form 16 or Final Tax Computation sheet.**
3. **Name on PAN card & Aadhaar Card should be in the same format and Date of Birth of Aadhar should be in DD/MM/YYYY format.**
4. **Photo copy of Address Proof (Permanent address proof of any of the below is mandatory- Electricity Bill, Telephone Bill, Driving licence, Aadhar Card etc)**

Please note that this is only an offer letter and a formal letter of appointment will be issued to you on the day of your joining the organization. You can get in touch with the undersigned in case you need any clarifications.

We request you to confirm your acceptance of the offer via e-mail, phone, fax or post. We look forward to having you on board by the date mentioned above.

Thanking you

Regards

Renu Ganotra  
Senior Director HR, India  
The Skyview, Tower 10, Floor 4/5/6/7, Sy. No. 83/1,  
Madhapur, Next to BioDiversity Park,  
Raidurg Village, Serilingampally Mandal,  
Ranga Reddy, Telangana – 500081 India  
E Mail: [renu.ganotra@infor.com](mailto:renu.ganotra@infor.com)

## SALARY STACK-UP

### SALARY STACK-UP:

<b>Salary Components</b>	<b>Amount (INR)</b>
Basic (Per Month)	15000
H R A (Per Month)	6000
C P F (Per Month)	1800
Lunch (Per Month)	1100
Special Pay (Per Month)	12767
LTA (Per Annum)	0
Base Salary (Per Annum) *A	<b>440004</b>

### **Other Benefits**

Leave Encashment (Per Annum)	7500
Medical Insurance (Per Annum)	35000
Gratuity (Per Annum)	10227
Total Benefits (Per Annum) *B	<b>52727</b>

**Cost To Company (CTC); (A+B) Per Annum = INR 492731/-**

\*Gratuity is paid as per prevailing gratuity act.

**Accepted :**  
**Signature :**  
**Date :**