



Private & Confidential

To,

Mr. NAVEEN KUMAR TANAKALA

Address: Hyderabad

Human Resources

ZF India Pvt. Ltd.

Reference No: 25699

Date: November 29th,2021

Subject: Offer of Employment.

Dear NAVEEN KUMAR TANAKALA,

Congratulations!

You would be pleased to know that subsequent to your application and interviews you had with us, we are offering you the position of **Engineer** at the **ZF, India Pvt Limited, Hyderabad**, subject to the following:

1. We would look forward to onboard you on or before **December 6th, 2021** unless a revised date has been agreed between yourself and the Company. This offer is valid only for 7 days from the date of receipt therefore you are required to acknowledge your acceptance by signing and returning the duplicate copy of this letter at the earliest. In case you fail to join the company on the above-mentioned date the stated offer stands withdrawn.
2. Upon joining, your compensation for your position is described in **Annexure I**.
3. You would be on probation period for first 6 Months from your Date of joining, based on your satisfactory performance letter of confirmation will be issued. During the probation period, either party may feel free to terminate the employment agreement by providing the other party one month notice in writing or payment in lieu thereof.
4. Post completion of probation period, your contract of employment is liable to be terminated on either side, by three months' notice in writing or three month's salary in lieu of such notice.
5. As per Company Policy, age of retirement is 60 years.
6. Your employment will be governed by the terms and conditions detailed in **Annexure II** hereto
7. This offer is being made in good faith based on the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks. In case of any discrepancies it can result into withdrawal/cancellation of this offer or employment at any time with immediate effect.

ZF India Private Limited

Registered Office:

B-38, MIDC - Chakan Industrial Area, Phase II,
Vasuli, Tal: Khed, Pune - 410501

Tel: +91 2135 624 700, Fax: +91 2135 624 701

CIN: U74999PN2007FTC130569

www.zf.com

ZF India Private Limited

Technical Centre India (TCI)

Unit 1: Survey No. 115 / IT SEZ, Aster Building, Nanakramguda Village,
Serilingampally Mandal, Rangareddy District, Hyderabad - 500032, Telangana.

Unit 2: Tower II, 2nd & 3rd floor, Laxmi Infobahn, IT/ITES SEZ, Sy No - 107(P),
Kokapet Village, Gandipet Mandal, Rangareddy District, Hyderabad - 500075, Telangana.

Unit 3: 2nd Floor, Tower B, Phoenix Tech Zone, Survey No 115/35, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad - 500032, , Telangana



8. You shall keep the contents of this offer confidential.

9. You are requested to report at the following address by 9.00am. Please contact **Jaiprakash Uttla** on **+919848919392** to complete the joining formalities. Please bring along all the documents listed in **Annexure III**.

For any queries with regard to offer letter, feel free to contact **Mr. Bhanu Siliveru, Recruiting Centre** on **Bhanu.siliveru@zf.com** and the undersigned Devanand Chavan Head of Recruiting Centre on **devanand.chavan@zf.com**.

We take pleasure in welcoming you to our organization and looking forward to a long association with the Company.

With warm regards,

For ZF India Pvt. Ltd.,

A handwritten signature in blue ink that reads "Devanand" with a horizontal line extending to the right.

Entity Head HR

Head of Recruiting center, India

Enclosures:

Annexure I – Compensation Details & Allowances

Annexure II – Terms and Condition of Employment

Annexure III -Joining Check List

I have read and understood the terms of this Offer letter and all Annexures thereto. I accept this offer letter and confirm my date of joining.

Name: NAVEEN KUMAR TANAKALA

Date:

Signature: _____

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