

**Offer Letter**

**1st October 2021**

**Dear Ms. Vanshika,**

Congratulations!

It is with great pleasure that Grazitti Interactive offers you the position of **Project Coordinator- SkillStone**. Your period of engagement will commence on or before **11th October 2021**.

You will be joining a dynamic team and your expertise will add great strength to Grazitti Interactive growth potential. In addition, you will enjoy policies that enhance your career opportunities and benefits that provide your personal and professional needs.

By accepting this Offer, you hereby accept the terms and condition of this Offer Letter and adhere to abide by the terms as mentioned below.

The detailed appointment letter with all the relevant terms will be given to you after you join, subject to you providing the following documents at the time of joining:

**Compensation**

Your compensation(CTC) would be **₹2,88,000/- per annum** . The details of the same is annexed with this Offer Letter. You will be entitled to Bi - annual Review as per your performance.

**Work Location**

Your work location will be **2nd floor, Landmark Plaza (F-3 tower), Quark City SEZ, A-40A, Phase VIII Extn., Mohali, SAS Nagar, Punjab, India 160059**.

### **Probation Period**

There will be a probation period of 90 days from the date of joining. Upon completion of the probation period, your performance will be reviewed and the confirmation Letter will be issued accordingly.

### **Governing Law**

The term of your employment as contained herein shall be governed by and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the court of Panchkula.

### **Previous Employment Document Required** (if applicable)

You are required to submit within 30 days of your Offer Letter, the relieving Letter from your previous employer.

You are also required to disclose the agreements/contracts/assignments that you have entered and that may affect your eligibility to be engaged as an employee of the organization.

### **Document Required at the time of Joining** (Mandatory)

#### **1. Educational Documents**

- *10th Detailed Mark Sheet*
- *12th Detailed Mark Sheet*
- *Graduation Degree Certificate*
- *Post-Graduation Degree Certificate*

#### **2. Identity Proofs (Original and 4 Xerox of each)**

- *Aadhar Card*
- *Pan Card*
- *Driving Licence*
- *Passport (Optional)*



### 3. Professional Document

- *Experience Certificate/ Appointment and Relieving Letter from Current and last Employer*
- *Increment letter (If any)*
- *Salary Slips for last 3 Months*
- *Form 16(Optional)*
- *4 Passport size Photographs with white background*

### Offer Letter Acceptance

I have read and accept this Offer of employment:

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Name of the Candidate

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Date

**Annexure A**

<b>BREAK UP OF THE SALARY</b>			
<b>Earnings</b>	<b>Amount (Rs)</b>	<b>Deductions</b>	<b>Amount</b>
Basic	₹ 12,850	EPF	₹ 1,800
HRA	₹ 5,100	ESI	₹ 0
Conveyance	₹ 1,600	Labour Welfare	₹ 5
LTA(Leave Travel Allowances)	₹ 500	Professional Tax	₹ 200
Medical Reimbursement	₹ 500	Insurance	
Telephone Reimbursement	₹ 500	Advances	
Internet Reimbursement	₹ 300	Others	
Special Allowances	₹ 62		
Monthly Gross Salary	₹ 21,412	Total Deductions	₹ 2,005
<b>Net Salary = (Monthly Gross Salary - Total Deductions)</b>			<b>₹ 19,407</b>
Employers PF Contribution			₹ 1,950
Gratuity			₹ 618
Employer Labour Welfare			₹ 20
Liabilities ESI			₹ 0
<b>CTC</b>			<b>₹ 24,000</b>
<b>Annual CTC</b>			<b>₹ 288,000</b>

**Note**

This Supersedes all other previous communications with regards to the salary. The other terms and conditions of your appointment will remain unchanged.

**Benefits:**

1. Medical Insurance\*
2. Subsidised Lunch
3. Subsidised "Fitness Club " Membership
4. Performance Variable as per norms
5. Employee Leave Encashment