NEEYAMO
HR Consulting| Technology| Operations

Neeyamo Enterprise Solutions Pvt. Ltd.,
Plot No. 8, 2nd Floor, Elcot IT/ITES SEZ,
Madurai Ring Road, Near Pondy Koil,
Madurai Taluk, Ilandhaikulam Village,
Madurai 625020.

CIN - U72200TN2009PTC070707

December 18, 2020

Dear Ajitha S,

SUB. : Offer Letter

Congratulations! With reference to your interview, we are pleased to offer you the position as Service delivery executive - PES at our Madurai office.

Breakup of your compensation package is provided herewith. As discussed we would like you to join our company on December 21, 2020 at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void.

	Per Month	Per Annum
General components		
Basic	Rs. 6592	Rs. 79110
House Rent Allowance	Rs. 3296	Rs. 39555
Special Allowance	Rs. 1242	Rs. 14907
Total Gross Salary	**Rs. 11130**	**Rs. 133572**
Employer Contribution		
Provident Fund	Rs. 940	Rs. 11282
Gratuity ****	Rs. 317	Rs. 3805
ESI	Rs. 362	Rs. 4341
Total Employer Contribution	**Rs. 1619**	**Rs. 19428**
Bonus		Rs. 7000
Annual Cost to Company (CTC)		**Rs. 160000**
Total CTC		**Rs. 160000**
Employee Deductions		
Provident Fund	Rs. 940	Rs. 11282
ESI	Rs. 84	Rs. 1002
**Total Net Salary ** **		**Rs. 10107**

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Note 1:
** Excluding taxes (Professional Tax, Income Tax, etc.)
**** Gratuity is payable to employee on completion of 5 years service as per Payment of Gratuity Act, 1972

Note 2:
Our monthly payroll cycle is from 1st to last day of every month

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You are asked to report for duty at the following address: *Neeyamo Enterprise Solutions Pvt Ltd, 2nd Floor, Elcot IT/ITES SEZ, Madurai Ring Road, Near Pondy Koil, Madurai Taluk, IlandhiKulam Village, Madurai- 625020*

We count on you to take Neeyamo to greater heights. Wish you the very best!

Warm Regards
For **Neeyamo Enterprise Solutions Pvt. Ltd.**

Rupinder Kaur
Associate Director, Human Capital Management | Neeyamo 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 Liscence/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRI employee only)