

30 November, 2019

SPI/OL/BKS/2019/1217

Ms. Srileka R
No. 16/48, Naval Hospital Main road,
Periamet, Vepery,
Chennai, Tamilnadu - 600007

Dear Srileka,

Offer Letter

This has reference to your application and subsequent interview you had with us. Further, we are pleased to offer you the post of **Trainee Executive - Human Resource**.

You are hereby requested to report for duty on **02 December, 2019 at 9:15 am** with the required documents as specified in the **Annexure A**. In case of any changes to the date of joining please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and, if found satisfactory, you will be confirmed in services. However, in the event of your performance found not to be satisfactory, your probation period could be further extended.

On Joining, your all-inclusive Cost to the Company (CTC) will be **INR 17,000** per month (subject to deduction of tax and other statutory payments, as may be applicable) as per CTC Annexure. You will also be eligible for all the benefits introduced in the Company policies.

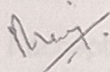
During the probationary period, either party will be entitled to terminate this contract of employment by issuing 30 Days prior notice in writing to the other. After confirmation the termination of employment by either party shall be by issuing 60 Days notice in writing to the other or salary in lieu thereof. In the event of you issuing a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or recover from you such amount from your dues towards the shortfall in notice period. **However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.**

If in case, you resign within a year from the date of your joining, you will be liable to refund the reimbursements such as relocation expenses, joining bonus, travel expenses [including air & road], accommodation expenses and any other special benefits as per your eligibility, whichever was provided by the Company.

Please note that this employment is subject to **professional reference checks and documentary evidence of your previous employment.**

We look forward to having you onboard.

for SPi Technologies India Private Limited



Manoj P
Vice President – Human Resources

Received the offer of employment and shall report for duty on the expected Date of Joining, as mentioned above.

(Signature with date)