

29/07/2019

Ramya P N

Bangalore

Dear Ramya P N,

On behalf of **Aditi Staffing India Pvt Ltd**, we take great pleasure in offering you the **HR Operations Advisor at Microsoft India**. We would like you to join us on or before **19th August 2019**.

Your current location of work will be **Chennai** and you will be working for **US shift**. This is a contract position with a maximum tenure up to 18 months or end of contract from Microsoft whichever is earlier. Your appointment is terminable on giving written notice of **30 days** by either side or salary in lieu of notice. A probation period will apply for the first three months of your employment. During this your progress and performance in the position will be assessed.

Your Base Compensation Rs. 3,20,000/- (Rupees Three lakhs and twenty thousand only). Your CTC including benefits is Rs.3,35,240/- (Rupees Three lakhs and thirty-five thousand and two hundred and forty Only).

This offer is valid for India. Compensation details are confidential and not to be disclosed to any person other than your immediate manager or the undersigned in case you need clarifications.

We will also cover you in our benefits package that includes medical insurance for you and a maximum of 5 of your dependents up to Rs. 3,00,000 per annum. Dependents include self, spouse, 2 dependent children and 2 dependent parents. Parental cover is up to Rs. 3,00,000 only. Personal accident coverage for yourself will be up to Rs. 20,00,000. Group Term Life Insurance coverage for yourself will be up to Rs.20,00,000/- only. The rules of the insurance company apply.

Performance Appraisal: Employees Performance Appraisal will be as per Microsoft Policy.

You are required to sign the **Company's Confidential and Intellectual Property Rights Agreement** as a prerequisite of acceptance of this employment. A copy is attached. Please review it and return it to us with your signature. This offer of appointment is valid up to a period of one week from the date of this letter. The offer stands withdrawn automatically if your written acceptance does not reach us by then.

You will be governed by all the policies and procedures of the Company as applicable from time to time. The Company has the right to change or modify your terms and conditions of service at any time. Though you have been engaged for a specific position, the Company reserves the right to transfer you to any other branch, location, department, and establishment of the Company - either in India or abroad. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment. The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misinterpreted any information in your application for employment or have furnished any false information or have concealed/suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof and without prejudice to any other action the company is entitled to take against you for providing such false/misrepresented information.

Ramya P N, please sign and return a copy of this letter as confirmation of your acceptance of the above and convey to us the date that you are available to join. We look forward to a long and mutually beneficial relationship.

Sincerely,

Thomas Chandy
Vice President

ACCEPTANCE

In consideration of my employment with Aditi Staffing India Pvt Ltd, I agree to abide by all of its policies and procedures, rules and regulations. If employed, I understand that I may terminate my employment with 30 days' notice, and that the Employer may terminate employment with 30 days' notice. If employed, I understand that my employment is for no definite period of time, and if terminated, Aditi Staffing India Pvt Ltd is only liable for wages and benefits earned as of the date of termination.

I will bring along the following documents at the time of joining

1. Certificates supporting educational qualifications- 10th, 12th, Degree.
2. Relieving letter from the previous organization.
3. Latest salary slip or salary certificate.
4. Four color passport size photographs and two stamp-size each of self.
5. Copies of Passport & Driving license (if applicable)

Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of employment, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my employment.

I am in agreement with the aforementioned terms and conditions of employment.

Signed: _____

Date: _____

Salary Breakup in Indian Rupees

Name : Ramya P N
 Designation : HR Operations Advisor

Earnings	Annual	Monthly
Basic	123600	10300
Dearness Allowance	12000	1000
Special Allowance	141008	11751
Statutory Bonus (20%)	27120	2260
Provident Fund (Employer Contribution)	16272	1356
Base Compensation	320000	26667
Benefits		
Medical, Accident and Group Term Life Insurance Premium	8718	727
Gratuity (<i>Eligible after 5 years of service</i>)	6522	544
Total - Benefits	15240	1270
Overall Package in INR (CTC)	335240	27937

Note:

Benefits mentioned above are subject to change.

Other Benefits and reimbursements - as per prevailing company policy

Leave - as per policy

Your salary is subject to Income tax as per Income Tax act, 1961

Sincerely,

Thomas Chandy
Vice President