

05th October 2022

Offer Letter

Dear Neethu Xavier,

Subsequent to the interviews we had with you recently, we would like to confirm that you have been offered the position of **Senior Executive - Human Resource**. You are required to join us on **10th November** at our **Kochi branch**. The fixed annual remuneration will be **Rs.264000 (Two Lakh Sixty Four Thousand Rupees Only)** and shall be subjected to applicable deductions if any.

You will be on **probation for 3 months** and your confirmation will be based on your consistent performance.

You will be reporting to **Akhil M Ashok - Assistant Manager - Human Resource**

You are required to sign a copy of this letter confirming the acceptance of the terms of the offer and return to us within 2 days.

Once again, let me express our unanimous excitement at you joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

Regards,



Akhil M Ashok
Human Resource Department

Annexure I

Salary Components	Monthly (Rupees)	Annual (Rupees)
A. Fixed Salary Components		
Basic Pay	11000	132000
House Rent Allowance	6600	79200
Special Allowance	4400	52800
Total Fixed Gross Salary (A)	22000	264000
B. Employer Contribution		
PF Employer contribution	0	0
ESI Employer contribution	0	0
Total Retirals (B)	0	0
Total Cost to Company (A+B)	22000	264000
C. Deductions		
PF Employee Contribution	0	0
ESI Employee Contribution	0	0
Total Deductions (C)	0	0
Take Home Salary (A-C)	22000	264000