

Tuesday, 8th February 2022

Chirag Saxena
37/at-9, Shastri Nagar,
Bareilly, UP-243122

9557879008
chiragsaxena001@gmail.com

Sub: Letter of Intent

Dear Chirag,

This is with reference to your application for a suitable employment in our organization. We are pleased to offer you the position as **Trainee** in our organization at an annual compensation of **INR 2,82,442/- (Two Lac Eighty-Two Thousand Four Hundred Forty-Two Only)**.

You are required to bring along the following documents at the time of joining with us:

- Proof of Identification (PAN Card(mandatory) & Passport/Voter's ID Card)
- Address Proof (Aadhar Card (mandatory)/Driving License/Rent Agreement/Electricity bill)
- All educational/Professional Certificates & Mark sheets (School & College)
- Last 3 month's salary slip from previous organization
- Resignation Acceptance/Relieving & Experience Certificates from all relevant previous employers, if applicable
- Latest Form 16, if applicable
- 2 passport size photographs
- Please bring your original documents at the time of joining for verification


You are required to join us on **Thursday, 10th February 2022** at 10:00 a.m. sharp at **4th Floor, B-9, Sector 3, Noida 201301, UP** failing which this offer stands withdrawn. You will be in a probationary period for six months, until, **09th August 2022**. Your formal appointment letter shall be given to you after the completion of your joining formalities.

Please submit the copy of the Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,
For **Kiwi Technologies India Pvt. Ltd.**

Medha Sharma
Director – Human Resources


Director
Invertis
Bareilly

Registrar
Invertis University
Bareilly

Base Compensation Structure

Name: Chirag Saxena

Date of Joining: 10th February 2022

Designation: Trainee

With Effect from: 10th February 2022

| Component Details | Compensation (Monthly) | Compensation (Yearly) |
|--------------------------------------|------------------------|-----------------------|
| Basic | 12,630 | 151,560 |
| HRA | 8,420 | 101,040 |
| Transport Allowance | NA | NA |
| Special Allowance | NA | NA |
| Sub Total A | 21,050 | 252,600 |
| LTA | NA | NA |
| Conveyance Reimbursement | NA | NA |
| Telephone Reimbursement | NA | NA |
| Entertainment Reimbursement | NA | NA |
| Medical Reimbursement | NA | NA |
| Sub Total B | 0 | 0 |
| Other Benefits | | |
| Provident Fund-Employer Contribution | 1,516 | 18,187 |
| Gratuity* | 606 | 7,275 |
| Mediclaime Premium | 365 | 4,380 |
| Sub Total C | 2,487 | 29,842 |
| Gross (A+B) | 21,050 | 252,600 |
| Cost to Company (A+B+C) | 23,537 | 282,442 |

*Gratuity to be payable on successful completion of 5 years as per Payment of Gratuity Act.

Note: All the above components will be governed by the company policy and tax liability if any will be on account of the employees.

For Kiwi Technologies India Pvt. Ltd.

ACCEPTED

Medha Sharma

Director – Human Resources

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University

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