

Tuesday, 8th February 2022

Nitin Gupta
213, Kuwar Ganj,
Tilhar, Shahjahanpur,
Uttar Pradesh-242307

8808396601
nitingupta88083@gmail.com

Sub: Letter of Intent

Dear Nitin,

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February 2022** at 10:00 a.m. sharp at **4th Floor, B-9, Sector 3, Noida 201301, UP** failing which this offer stands withdrawn.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 Corporate Relations
Kiwi Technologies India Pvt. Ltd.

Registrar
Invertis University
Bareilly

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Base Compensation Structure

Name: Nitin Gupta

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

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