

Date: 19th July 2023

To,

Sakshi Gupta

Subject: Offer Letter

Dear Sakshi,

We have pleasure in giving you an offer in our organization as **Junior Developer**. This offer takes effect from your date of joining i.e., 1st August 2023.

We would request you report at the following address, 19, Unique Industrial Estate, V.S. Marg, Prabhadevi, Mumbai – 400 025.

As per organization policy, the probation period applicable to you shall be six (6) months. You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:30 pm, Monday to Friday inclusive with one hour's break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation one year after the end date of your probation period.

3) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.



4) Cost To The Company (CTC): INR 3,00,000 per annum.

Please find below Salary Break up:

Name	Sakshi Gupta	
CTC	300,000.00	
Basic %	50%	
	Annual Salary	Monthly Salary
Basic Salary	150000.00	12500
HRA	75000.00	6250
Conveyance	19200.00	1600
Medical Allowance	15000.00	1250
Children Education Allowance	2400.00	200
LTA	13,185	1099
Special Allowance	0.00	0.00
Gross Salary	274785.00	22899
Gratuity	7215.00	601
Employer PF	18000.00	1500
Employer ESIC	0.00	0.00
Total CTC	300000.00	25000
Professional Tax	2500.00	200
PF	21600.00	1800
ESIC	0.00	0.00
Income Tax	0.00	0
Net Take Home	250685.00	20890

This offer is valid till 21st July 2023, if you do not confirm the acceptance, Alpha MD Private Limited has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- Original and copies of educational certificates and mark sheets.
- Relieving letter & experience certificate from previous employer[s].
- Salary certificate from previous employer.
- Original & copy of your passport
- Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,



For Alpha MD Pvt Ltd
Authorized Signatory

Acceptance Signature:

Acceptance Date: