



July 15, 2021

To

VINO GEOFFREY

Email: huntergbz@gmail.com

Dear **VINO GEOFFREY**,

On behalf of Freshworks Technologies Private Limited (the Company), we are pleased to offer you the position of **"Graduate Trainee – Presales"** at Chennai. This offer letter does not constitute a contract and must not be construed as your Employment Agreement.

i) **Start Date & Offer Background**

You shall commence employment with the Company on **July 26, 2021** or your actual date of joining unless we mutually agree, otherwise in writing. You are being offered employment at the Company purely based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. This letter does not constitute a contract of employment for any specific period, but on your acceptance, will create an "employment at-will" relationship.

ii) **Compensation**

You will receive an annualised salary of **₹4,70,000 (Rupees Four Lakhs and Seventy Thousand Only)** compensating all hours of your work, comprising fixed pay as **₹3,99,500/- (Rupees Three Lakhs Ninety-Nine Thousand and Five Hundred Only)** and variable pay, subject to you achieving you monthly / quarterly / yearly targets as **₹70,500/- (Rupees Seventy Thousand and Five Hundred Only)**, payable in accordance with the Company's standard payroll practices; subject to applicable withholding taxes and periodic review. Your basesalary is inclusive of both the employer's and the employee's provident fund contributions. You will be eligible for the appraisal process based on your performance and market conditions of the current year as per the company policy.



iii) **Confidential Information and Inventions Assignment Agreement**

On acceptance of this offer, your employment will be conditional on the terms of a written "Letter of Appointment" (Employment Agreement) mutually signed by you and the Company; as well as the Company's "Confidential Information and Inventions Assignment Agreement" (NDA). In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

iv) **Work Eligibility**

This offer of employment is being made in good faith based on the credentials mentioned in your Curriculum Vitae and other information provided by you during discussions with the Company. Any data, which is not in consonance with the information provided by you, shall result in termination of employment forthwith and you shall indemnify the Company in full, for any losses suffered by the Company. Company reserves the right to conduct formal antecedent and informal checks with your educational institutions and previous employers as may be applicable, for which purpose specialist external agencies may also be appointed by the Company. Irrespective of the background verification conducted by the Company, in case you are not an Indian national and required to obtain applicable visa or work permit or authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect or shall be null and void if effected, when it is found that you do not have the appropriate work permit or authorisation or visa, as the case may be, to work in India.

v) **Acceptance and Response**

You are required to provide your acceptance of this offer in electronic writing within two (02) working days of issuance of this Offer. Please note that should you for any reason(s) fail to provide your acceptance on or before the aforementioned or for any reason(s) whatsoever do not join within the stipulated time, this offer shall stand automatically expired, and shall be no longer valid. Please note that we have the right to revoke the offer letter at any point of time before the Letter of Appointment is signed. In the event of there being conflict or inconsistency in the Employment Agreement and NDA on one side and this letter of offer on another, the terms of Employment Agreement and NDA, shall prevail.



We are very excited about the possibility of you joining us. I hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship.

Sincerely,

For and behalf of Freshworks Technologies Private Limited

DocuSigned by:

Divya Balraj

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Divya Balraj

Director – Talent Acquisition

I, **VINO GEOFFREY**, accept the above terms and conditions and shall abide by them.

Signature:

DocuSigned by:

Vino Geoffrey

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Freshworks Technologies Private Limited

(formerly known as Freshdesk Technologies Private Limited)

Module-1 & 2, 1st Floor, Block B, SP Infocity,
40 MGR Salai, Perungudi, Chennai- 600096

CIN : U72200TN2010PTC078458

Phone : +91 44 66678080

www.freshworks.com



Annexure 1 - Salary Structure		
Components	Annual CTC (INR)	Monthly CTC (INR)
Basic Pay	1,99,752	16,646
House Rent Allowance	99,876	8,323
Statutory Bonus	6,996	583
Flexible Benefits Component (FBC)#	71,280	5,940
Gross CTC	3,77,904	31,492
PF Contribution by Employer	21,600	1,800
Fixed Salary	3,99,500	33,292
Variable Salary	70,500	5,875
Cost to Company (CTC)	4,70,000	39,167
<u>Deductions</u>		
PF Contribution by Employee	21,600	1,800
PF Contribution by Employer	21,600	1,800
ESI	0	0
Professional Tax	2,496	208
Labor Welfare Fund	10	0
Net Take Home before TDS	3,53,794	29,484

FBC Breakup #	Maximum Eligibility
Leave Travel Allowance	1,25,000
Internet Allowance	24,000
Telephone Allowance	24,000
Professional development	50,000
Fitness	24,000
NPS	10% of Basic
Car Lease Rental	Based on eligibility
Fuel & Maintenance (only for Car Lease)	2,40,000
Special Allowance	Balance of FBC



IT Exemption can be availed subject to submission of the proof	
You can choose from the basket of FBC to save taxes	
Provident Fund contribution can be opted as minimum 1800 (12% of 15000 as basic) or 12% of basic; VPF can also be opted	
Variable pay if applicable will be paid based on Individual deliverables as per agreed terms	
Night Shift Allowance will be Pro-rated based on Number of Work Nights	
Other Benefits	
Group Medclaim (for self, spouse, children & parental cover) - 5 Lakhs with floating coverage	
Personal Accident benefit - 10 Lakhs Sum Insured	
Term Life Insurance - 3 times CTC or 20 Lacs, whichever is more.	27,000
Shift Allowance (12,000 for US Shift and 8,000 for Australia Shift)	0
Total	27,000

TOTAL ANNUAL CTC - (INCLUDING OTHER BENEFITS)	4,97,000
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You will be entitled to receiving gratuity under the Payment of Gratuity Act, 1972 upon termination of your employment with the Company, subject to completion of continuous service of five years with the Company. Further, and subject to the applicable Company policy as may be applicable from time to time, the upper ceiling will be the amount as may be prescribed by the Payment of Gratuity Act, 1972.