



Ingram Micro India SSC Private Limited

CIN: U5110MH2012PTC237694

Registered Office:

Unit No. 202, 2nd Floor, Akruti Corporate Park

L.B.S Marg, Next G.E. Gardens,

Kanjurmarg (West), Mumbai 400078

September 30, 2021

To,

Podapala Lakshmi Subhadra

**D.No:4-6-16/3, Koritepadu, Near Sanjeeva Reddy Statue,
Guntur, Andhra Pradesh-522007**

Sub: Offer Letter

Dear Lakshmi,

This refers to your application and the subsequent interviews with us, we are pleased to offer you to join **Ingram Micro India SSC Private Limited** on the terms and conditions set forth below.

You will be designated as **"Trainee Software Developer"** and will be based out of **"Chennai"**.

1. Your Compensation details is set out in Annexure A. This is subject to normal applicable deductions as per Company's pay roll practice. All payments described in this letter and 'Annexure A' will be made less taxes and other applicable payroll deductions.
2. You would be on probation for a period of **6 (six) months** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review.
3. This offer of employment and your continued employment by the Company, is subject to and conditional upon:
 - 3.1 Offer acceptance, should be sent within 24 hrs through email.
 - 3.2 Resignation Letter submitted in your current organization should be sent to us, within 48 hrs of the receipt of the offer letter.
 - 3.3 Resignation acceptance from your current organization should be sent to us within 7 days, from the offer acceptance.
 - 3.4 Your offer is liable to be terminated without notice, if at any time, you have been found to conceal any material information or to have given any false details, and also if you have been found to use this offer at any other organization.
 - 3.5 Reference & Background check clearance.



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4. You are expected to join on or before **11 October 2021**. Detailed appointment letter will be issued to you on your joining our organization on submission of the documents as listed below:
- a. 3 Passport Size photocopies
 - b. Educational Certificates
 - c. Address Proof
 - d. PAN Card
 - e. Cancelled Cheque
 - f. Previous 2 organization's documents

We welcome you to INGRAM MICRO and wish you a long and successful career with us!

Sincerely,

For Ingram Micro India SSC Pvt. Ltd.

DocuSigned by:
Suman Chakraborty
FB2F843E03AC4E7...

Authorized Signatory



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ANNEXURE 'A'			
Podapala Lakshmi Subhadra			
Date of Offer		30 September 2021	
Date of Joining		11 October 2021	
Job Title		Trainee Software Developer	
Job Level		L1	
Location		Chennai	
Components		Monthly Compensation	Annual Compensation
Salary	Basic	12375	148500
Allowances	House Rent Allowance *	6188	74256
	Conveyance Allowance	1600	19200
	Personal Pay	9525	114300
	Medical	1250	15000
Fixed Compensation (A)**		30938	371260
Employer Provident Fund Contribution		1800	21600
Gratuity#		595	7140
Total Retirals (B)		2395	28740
Total Compensation (TAC) / Cost to Company (CTC) - (A+B)		33,333	4,00,000

All figures are in Indian National Rupee (INR)

*Bills/Supporting to be produced to avail tax exemption, subject to IT rules

**Income Tax and P.T deductions as applicable

#Gratuity as per The Gratuity Act 1972

For Ingram Micro India SSC Pvt. Ltd.

DocuSigned by:
Suman Chakraborty
FB2F843E03AC4E7...

Authorized Signatory

Signed and Accepted by:

DocuSigned by:
P. S.
DF8CDBEE1628465...

Podapala Lakshmi Subhadra