



**CHERALATHAN
ASSOCIATES**

Architecture Interiors Landscape

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25th August, 2021

Ms. Joanne Sophia.W
M9/16, Aishwarya Colony,
Indira Nagar,
Adyar,
Chennai -600020

Dear Ms. Joanne Sophia,

This has reference to your interview and the discussion had with you. We are pleased to inform you that you have been selected and appointed as a Junior Architect with our firm.

As discussed, you are expected to join on 4th October, 2021 at 9.30 am. You shall be taken on a probationary period for 3 months (can be extended to 6 months if required) during which your performance shall be evaluated. Any leave of absence during this period shall result in corresponding loss of pay for that day. Your salary shall be Rs 12,000/- per month inclusive of all allowances during this period.

On successful completion of your probationary period, you shall be confirmed as a permanent employee with us. On being confirmed as a permanent employee, you shall be eligible for one-month bonus, annual leave of 15 days, and other allowances.

A performance-based incentive shall be paid in installments every four months, and this has been further divided into 'Good' and 'Excellent' categories. The breakup has been enclosed together with your annual salary package. The incentive shall be based on your individual assessment record.

Should you require further clarifications, please do not hesitate to check with us.

We wish you the very best.

Thanking you,

Yours faithfully,

Sharmila Sanjay
Partner
Cheralathan Associates

