

12-07-2021

To Archana B

From: DiamondPick,

Subject: Offer Letter

Dear Archana B,

We are excited to offer you the position of **Junior Executive - Recruitment** in our organization with effect from your date of joining **12th June 2021**. We believe your skills and experience are a great match to our company's requirements.

Your Cost to the Company (CTC) will be **INR 2,60,000/-** Details of your compensation package are attached in Annexure A. However, the structure of your compensation plan may be altered periodically in line with the compensation policy and practices of our organization.

You will be on probation for a period of 3 months. This is a full-time role and you will be based out of our office located in **Chennai**. You may be required to travel if the role demands it, as instructed by the organization. You will also be expected to abide by the company's rules and regulations as are in force from time to time. Any violation would be subject to disciplinary action.

During probation, the period of notice required for resignation is two weeks on either side. After probation, the period of notice required for resignation is one month on either side.

As an employee of DiamondPick, you will work on confidential and/or proprietary information related to the operations, products and services of DiamondPick and its clients. To protect the interests of both DiamondPick and its clients, all our employees are required to read and sign an Employment Agreement prior to commencement of employment.

Your appointment is subject to satisfactory background reference checks and clearance, which could have a bearing on your working with us.

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





Any disputes arising out of this offer letter shall be governed by and construed in accordance with the laws of India and the courts in Chennai shall have exclusive jurisdiction.

DiamondPick is glad to have you onboard! We look forward to a long-term association with you, and hope your contribution to the company is beneficial to the growth of the organization and yourself.

Congratulations and welcome to the team!

On the date of joining, please bring the following documents to submit for verification:

1. Original and photocopies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Original & copy of your passport.
5. Three passport-size photographs.

Your signature at the end of this letter confirms your acceptance of this offer.

Kindly sign this and return the duplicate copy of this letter and the annexure as a formal sign of your acceptance.

All the best!

Yours Sincerely,
For DiamondPick,

Best Regards,



Divya Nitin
Head HR



Annexure A - Compensation Details

Salary Structure

Employee Name	Archana B	
Gender	F	
Designation	Junior Executive - Recruitment	
Location	Chennai	
	Salary Structure	
	Monthly	Yearly
CTC	21,667	2,60,000
<u>Basic Pay</u>	8,667	1,04,000
House Rent Allowance(HRA)	4,333	52,000
Statutory Bonus	757	9,084
Special Allowance	5,090	61,078
Gross salary (A)	18,847	2,26,162
Employers PF contribution	1,742	20,899
Employer ESI	613	7,350
Insurance	466	5,589
Retirals & Health Benefits (B)	2,820	33,838
Total Cost to Company (A+B)	21,667	2,60,000

Incentives – In addition to your salary, you will also be eligible for incentives based on the company's performance, service line performance and individual performance based on the goals and KPIs discussed and signed off with you.

Please Note: Compensation will be subject to deduction of income tax and other statutory contributions in accordance with applicable laws.

