

20 October 2021

Poornima. P
poorni0901@gmail.com

TRAINEE – Letter of Offer

Dear Poornima. P,

We are pleased to inform that you have been shortlisted for the position of Trainee – US Staffing at Sunrise Biztech Systems Private Limited (“Company”) situated in Bangalore, India.

The terms and conditions governing your traineeship are given below:

1. The final letter of Appointment shall be subject to your successful completion of all curricular Requirements as laid down by University/Institute for award of the degree subject to the minimum passing percentage/grade as determined by Sunrise Biztech Systems Pvt Ltd.
2. Your traineeship with us will be governed by the terms and conditions specified in this Offer Letter, and the other policies of the Company, which shall be made available/notified to you separately.
3. Your scheduled date of employment with us will be 28th October 2021.
4. As a pre-requisite to your traineeship with the Company, you would be required to execute an Inventions Assignment Agreement, a non-disclosure agreement and any other documentation as may be deemed necessary by the Company in its sole discretion as a part of Employment Agreement.
5. The Date of joining and the location of Posting will be purely based on business requirements. Sunrise solely reserves the right to make any changes to the date of joining and the location of joining.
6. Your remuneration FY2021-22 will be Rs. 2,80,000/- pa.
7. Your appointment as a Trainee is subject to the Company completing appropriate background checks, based on the information you have provided to us as well as medical tests, if required. You hereby consent to conduct of such background checks/verification and agree to cooperate in the conduct of routine medical tests.
8. During the Training period, your performance shall be evaluated periodically (every quarter)
We welcome you and look forward to a mutually successful Internship period.

9. Upon the successful completion of your Traineeship Period, and based on your performance during the said Traineeship Period, the Company may at its complete discretion make an offer to you for employment with the Company.

We welcome you and look forward to a mutually successful traineeship period.

Should you have any queries, please do contact HRdesk@sunrisebiztechsys.com

Yours truly,
For Sunrise Biztech Systems Private Limited



Smitha T
Senior Manager – HR

Annexure A (Salary and Benefits)

Your salary shall be structured in the following manner:

Components	Monthly	Annualised
(A) Basic Salary	15,000	1,80,000
(B) Benefits		
Employer PF Contribution	1,800	21,600
Statutory Bonus	1,400	16,800
Others	4,413	52,956
Gratuity		8,640
TOTAL Cost To Company (CTC) = (A+B+C)	22,613	2,80,000
Estimated monthly take home	18,813	

Other Benefits: -

(D) *Group Health insurance annual premium per person (Self, Spouse & 2 children are covered)	Coverage of 4 lakhs	Rs. 9,029
(E) *Accidental Insurance annual premium (Self only)	Coverage of 10 lakhs	Rs. 1,198

Note: - *Some of above allowances are flexible but subject to financial declarations.

Yours truly,

For Sunrise Biztech Systems Private Limited



Smitha T

Senior Manager-HR



Having read the Letter and the terms and conditions, the undersigned accepts the same and that this supersedes any and all prior understandings, offers, or agreements, whether oral or written, and that there are no other terms express, or implied.

Name _____

Signature _____

Date _____