

17/08/2021

WELCOME LETTER

Dear Thottempudi Jayendra,

Welcome to the iLink family. We are excited to extend you an offer to join us as a Software Engineer - Trainee. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Multitech Solutions.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the employment have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



**Uday Bhaskarwar
Chief People Officer**

To:

**Thottempudi Jayendra
HIG FLAT No.1, Housing Board Colony last line,
Ongole, Andhra Pradesh
India - 523001**

Sub: Offer Letter

Dear **Thottempudi**,

We are delighted to offer you the role of **Software Engineer - Trainee** at iLink Multitech Solutions.

The terms of the offer are given below, which, if you accept, will govern your employment.

1. Salary

You will be paid a CTC of **Rs.375000/-(Rupees Three Lakh(s) Seventy Five Thousand(s) Only)** per annum. The breakup of the Salary is as mentioned in Annexure 2 of this offer letter.

2. Work Place

You will initially work from our office in **Chennai**. However, you may be posted to any other place where our office is located or deputed to any of our client's location, during your tenure at iLink.

3. Duties

Your duties may vary from time to time depending on the business focus of the Company.

4. Appraisal

You will be eligible for salary increases during the subsequent salary revision cycles, the first of which will be the scheduled revision cycle after the completion of the probation period.

5. Working Hours

You will be required to work for 5 days a week, minimum 40 hours per week or 9 hours per day depending upon client requirements.

6. Probation Period

You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed after probation provided your performance is found satisfactory during the probation period.

Your employment with **iLink Multitech Solutions** is at-will and either party can terminate the relationship at any time with or without cause and with a notice of 1 Month in the first 30 Days (look-in period) and a notice of 90 days thereafter.

You are required to join on or before **02/08/2021**.

This offer is valid till **18/08/2021, 5PM. Please email confirmation of acceptance before that date/ time.**

You should share resignation acceptance from your current organization within 15 days from Offer Letter Acceptance

The following documents (Original and Photo Copy) are required at the time of joining on **02/08/2021**

- Relieving Letter of last 3 of your previous companies – if experienced
- Last Month Pay Slip of your previous company- if experienced
- Appointment letter of your previous company
- 10th Mark sheet
- 12th Mark Sheet
- UG Mark sheet
- UG Degree Certificate
- PG Mark Sheet (if any)
- PG Degree Certificate (if any)
- Diploma Certificates (if any)
- Current Address Proof
- Permanent Address Proof
- ID Proof
- Updated Resume
- Pan Card 3 Copies
- 4 Passport Size Photos

Annexure: 1

1. We assume that all the documents you submit will match the information provided in the resume and during the interview process. Any discrepancies might lead to the termination of employment.
2. Relieving letter from your previous company is required for you to join iLink. If relieving letter will be delayed from your previous organization, please submit your resignation acceptance letter. If you are submitting a printout of the mail copy of your Relieving letter/resignation acceptance, please ensure that it is attested by your previous company HR with signature and the company seal.
3. Please read your iLink appointment letter thoroughly and submit the hard copy of the company's original acceptance letter with your signature to HR before you are enrolled into the rolls of the company.

Annexure: 2

CTC STRUCTURE		
	Monthly Salary	Annual Salary
	In Rupees	In Rupees
Basic	9800	117600
HRA	4900	58800
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Food Allowance	3000	36000
Leave Travel Allowance	3125	37500
Special Allowance	4591	55100
Total	28266	339200
Non-Cash Benefits		
Company's contribution to P.F. (including Administrative Charges)	1950	23400
Medical Insurance	563	6756
Gratuity	470	5644
Total CTC	31249	375000

For further clarification, please feel free to contact us.

Yours truly,

For iLink Multitech Solutions



Uday Bhaskarwar
Chief People Officer

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

Candidate's Signature