

Date: **2nd September 2022**

Dear Leanne,

We are delighted to share the Letter of Intent to you at the position of **Business Development Executive**. Your total CTC will be **Rs. 4,00,000** per annum **Four Lakh Rupees Only**. You will be under **training period** of **6 months** (It can be extended according to the performance) with a monthly stipend amount of **Rs.18,000**.

You will be under a **1 year Bond**, in case you Breach the Bond Agreement then you are liable to pay **Rs 2,00,000** along with other benefits.

Our total rewards package is a combination of different types of:

- Compensation related benefits
- Work/Life benefits & discounts
- Vacation and time-off policies

Apart from this, you are entitled for several insurance benefits as per your career stage in **Cloud Analogy CRM Specialist Ltd.**

Post joining, your location of work will be **Bangalore**.

The details of the terms and conditions of the offer of employment will be shared with you on your date of joining.

Please find attachment of :

- 1) Your detailed annual and monthly compensation structure with **Cloud Analogy CRM Specialist Ltd.**
- 2) The list of documents you need to furnish on or before joining **Cloud Analogy CRM Specialist Ltd.**

Kindly confirm your acceptance of this offer by **3rd September 2022**. Your expected date of joining is **6th October 2022**

Failure of confirmation of acceptance of this offer on your part by **3rd September 2022**, will automatically lead to offer cancellation.

Wishing you all the best,

For **Cloud Analogy CRM Specialist Ltd.**

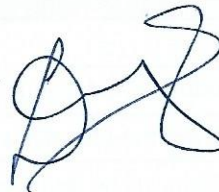
Divya Dang

Head HR



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INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Sy. No.88, Chembanahalli, Near Dommasanadra Circle,
Sarjapur Road, Bangalore 562 125 INDIA





Annexure 1

Compensation Breakdown		
Name	Leanne Lara Dsouza	
Designation	Business Development Executive	
Grade	-	
Department	Sales	
Cost to Company	Rs. 4,00,000	
Components	PM	PA
Basic	10000	120000
HRA	5000	60000
Leave Travel Allowance	0	0
Statutory Bonus	833	9996
Special Allowance	6167	74004
Fixed Component	22000	264000
Company PF	1800	21600
Performance Bonus	0	0
Variable Pay	0	100000
Professional Tax	0	0
Retention Bonus	0	0
Car Reimbursement	0	0
Attire Reimbursement	0	0
Telephone/Internet	1000	12000
Education Allowance	200	2400
Gross Salary	23200	278400
Total CTC	25000	400000
Notes :		
1. Income tax and other statutory deductions as applicable		
2. Gratuity shall be paid as per the prevailing act		
3. Medical Insurance premium will be deducted as per declaration (Actual Premium)		
4. **Variable pay is linked to achieving mutually agreed goals from year to year		
5. CTC components shall be restructured once the reimbursement options opted		
6. Total Annual Professional Tax will be INR 2500		

[Signature]
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Annexure - 2

At the time of joining **Cloud Analogy CRM Specialist Ltd.** the following documents and information must be made available to us.

List of documents that need to be submitted:

Sr.No.	Documents
1	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
2	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with mark sheets.
3	Your latest salary slip or salary certificate*
4	Experience proof - Relieving letter from previous employers (if previously employed)* The relieving letter or resignation acceptance needs to be submitted in original
5	Service certificate from previous Employer
6	Form 16 or Taxable income statement duly certified by the previous employer (The statement showing the deductions and Taxable income with the break up) till the last date of your employment with them along with PAN number if available.
7	4 Passport Size Photographs
8	Copy of PAN, Adhaar card, passport (All sheets)
9	Copy of your updated resume

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- We will not be able to process your records unless you submit all the documents mentioned above.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

- Ø DOB's of Father, Mother, Spouse, Child/ Children
- Ø Educational details with the passing year
- Ø Your past experience details with the exact years and role played to be mentioned.
- Ø Blood Group
- Ø 1 Passport size photograph of all your dependants
- Ø Your PF, ESIC account number with previous (prior to joining us) employer
- Ø Your PAN number
- Ø Passport number, Place of issue, Date of issue, Validity: From & To date.


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