



TaskUs India Private Limited

CIN: U74999MH2019FTC318980

**Registered Office:** 1102 Level 11, Tower B, Peninsula Business Park,  
S.B. Road, Lower Parel, Mumbai 400013, India.

**Corporate Office:** 6th Floor, C-21 Business Park, Pushp Vihar Colony,  
Scheme No 131, Indore, Madhya Pradesh 452010

Website: [www.taskus.com](http://www.taskus.com) ; Email: [hello.recruitment@taskus.com](mailto:hello.recruitment@taskus.com)

**Strictly Private and Confidential**

03/04/2025

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delhi India 110021

Dear Punit Verma,

**Subject: Conditional Offer for Employment**

TaskUs India Private Limited (the “**Company**”) is pleased to offer you an opportunity for full-time employment in the position of **Teammate**. Your date of joining will be April 03, 2025 (“**Joining Date**”). Your employment with the Company is subject to your joining on the Joining Date, failing which this letter of offer stands withdrawn with no liability on the Company to make any payments, compensatory or otherwise, as a result of such withdrawal. Your position, department, assignment, and work campaigns may undergo changes from time to time as per business requirements and management decisions.

You will be placed on probation for a period of **three months** from the Joining Date to enable the Company to assess your performance, skillset, fitment, background check, and any other employment aspect. The detailed terms of your employment will be covered under the employment agreement to be executed between you and the Company on the Joining Date. By accepting this offer of employment, you hereby agree to execute an employment agreement with the Company upon joining the services of the Company.

You shall report to the Team Leader and are required to follow directions given by the person(s) occupying that position or as delegated. Your reporting relationship may undergo changes from time to time, as may be determined by the Company.

You shall report to the Company's office at Floor 7, C21 Business Park, C21 Square Opposite Radisson Blu Hotel, Indore, Indore, , 452010, Madhya Pradesh. The Company reserves the right to change the office location or relocate you, whether in India or abroad, as may be desired by the Company from time to time.

Your total all-inclusive annual compensation on a Total Net Pay will be INR **₹420,000.00** which shall include your basic salary, statutory components, and various allowances, which may be claimed in compliance with and subject to limits under the applicable tax laws and the Company's policies and practices. All payments by the Company shall



be subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your compensation. Please refer to the remuneration schedule in **Annexure A** for more details on the same. The salary will be paid on a monthly basis. The Company may make changes to the payroll cycle at its sole discretion.

Your total all-inclusive annual compensation does not include the following:

- a. *Joining Bonus* \_\_\_\_\_ **(only if applicable)**
- b. *Notice Period Buy-Out* \_\_\_\_\_ **(only if applicable)**

You shall observe and comply with the Company's rules, regulations and policies as may be amended from time to time.

Please note that this conditional offer for employment is contingent upon (1) successful completion by the Company of your background checks and may also conduct medical checks; (2) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way may limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment; and (3) there being no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or on the Company. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it receives any negative background / medical check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company or if you are found to be part of any pending investigation (whether judicial, quasi-judicial or otherwise).

If you wish to accept our offer along with the terms and conditions hereunder, please sign and return to the undersigned a duplicate copy of this letter along with the annexures within five (5) days from the date of this letter. This offer shall automatically lapse, without any further notice and liability on the Company, unless you confirm your acceptance and return to us a copy within the prescribed time. Upon your acceptance of this offer for employment and subject to successful completion of your background / medical checks by the Company, you will be required to join on the Joining Date or such later date as may be communicated to you by the Company.

Should you accept this offer, you are requested to provide the Company with copies of the documents as listed out in **Annexure B** (unless provided earlier). In case you fail to send any information/document that the Company requires or the information/document provided by you are found to be false, this letter will stand withdrawn and cancelled automatically, without any further notice and liability on the Company.

Please treat this letter, annexures and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the Company's prior written consent. Your salary and benefits are confidential, and you should refrain from discussing it with other employees of the Company.

If you have any questions in relation to this offer, please contact the undersigned.



Yours Sincerely,  
For TaskUs India Private Limited

A handwritten signature in blue ink that reads "Robin Sethi".

**Name:** Robin Sethi  
**Designation:** Vice President of Talent Acquisition

#### Acceptance

I hereby accept the offer along with the terms and conditions of employment with TaskUs India Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Signature: {{Sig\_es\_:signer1:signature}}

Name: **Punit Verma**

Place: {{\*city\_es\_:signer1}}



## Annexure A

### REMUNERATION AND BENEFITS

Employee's total all-inclusive gross annual compensation on a cost-to-company basis will be as below, which shall include Employee's basic salary and various allowances and statutory contributions, which may be claimed in compliance with and subject to limits under the applicable tax laws and the Company's policies and practices, set forth below:

#### Remuneration Breakup

<b>Name of the Employee:</b> Punit Verma			
<b>Designation:</b> Teammate			
	<b>Salary Components</b>	Per Annum	Per Month
	Basic Salary	183,000	15,250
	HRA	73,200	6,100
	Other Allowance	109,800	9,150
A	<b>Total Gross Salary (A)</b>	366,000	30,500
<b>Statutory Bonus - Monthly</b>			
B	Advance <b>Statutory Bonus - Monthly</b>	32,400	2,700
	<b>Employer Statutory Contributions</b>		
	ESI - Employer Contribution	0	0
	PF - Employer Contribution	21,600	1,800



C	Statutory Components	21,600	1,800
D	<b>TOTAL FIXED Salary ( A + B + C)</b>	420,000	35,000
	<b>Variable Allowances*</b>		
	Annual Performance Bonus	0	0
E	<b>Total Variable Components*</b>	0	0
F	<b>TOTAL NET SALARY (D + E)</b>	420,000	35,000
	<b>Other Components</b>		
	WFH Allowance*	0	0
	Transport Allowance*	50,400	4,200
	Gratuity (4.81% of basic)	8,798	733
	Medical Insurance	5,611	468
	Term Life Insurance	677	56
	Accident Insurance	435	36
G	<b>Total of Other Components</b>	65,921	5,493



<b>H</b>	<b>TOTAL COST TO COMPANY (TCC) (F + G)</b>	485,921	40,493
	<b>Monetized Benefits*</b>		
	NextGen Scholarship (for Employee's Children)	25,000	2,083
	Leave Encashment (up to 15 day of Gross Salary)	15,250	1,271
<b>I</b>	<b>Total Monetized Benefits*</b>	40,250	3,354
<b>J</b>	<b>TOTAL YEARLY REWARD VALUE (H + I)</b>	526,171	43,848

\*Notes:

1. Leave encashment payment assumes employees has balance of 15 leave days on his/ her work anniversary
2. Employee shall be eligible for variable allowances payments as per applicability and eligibility
3. Employees shall be eligible for WFH Allowance/ Transport Allowance, based on eligibility. At any one point of time, eligible employees shall be eligible for one allowance only. The actual amount of Work from Home / Transport Allowance will be based on the current location and work site status of the employee
4. In case of monetized benefits, insurance premium cost paid by the Company for employee may vary as per market conditions and revisions by insurance providers
5. NextGen Reimbursement is based on employee meeting the eligibility criteria as declared by the Company from time to time
6. Other Components as well as all the benefits are based on prevailing company policies, provided solely at the discretion of the company. They are subject to change as per management discretion.
7. Net salary is subject to deductions, such as any applicable statutory taxes and deductions
8. Total variable component as may be applicable to your designation per Company policy and CTC structure

#### Annexure B

#### List of Documents

1. 2 recent passport-sized photographs
2. Relieving letter issued by your most recent employer
3. Copy of most recent passport



4. Relevant educational certificates
5. Last 3 months salary drawn payslips
6. Permanent Account Number (PAN) (For statutory purposes only)
7. Provident Fund UAN (For statutory purposes only)
8. Aadhar card (For statutory purposes only)
9. Bank Account Details (For salary purposes only)
10. Emergency contact address with mobile number (For safety and security reasons)

### Ridiculous TaskUs Benefits

The following benefits shall be available to all the employees as per their eligibility and applicable labor laws. TaskUs may at its sole discretion amend these benefits from time to time.

#### Indicative Benefits

1. Medical Insurance
2. Term Life Insurance - 2X Average Annual Salary
3. Parental Insurance (\*for the employees who are not covered under ESIC)
4. Accident Insurance - 2X Average Annual Salary
5. Next Gen Scholarship
6. Hope Beyond Life Program
7. Leave Encashment (up to 15 day of Gross Salary on Work Anniversary)
8. Commute Support Allowance (for RTO employees) / Internet Allowance (for WFH employees)
9. Employee Referral Scheme Payout (as per the current scheme)
10. Flexi Benefits for restructure of compensation to avail tax benefits (applicable only for the employees beyond a certain compensation level)
11. Company Car Lease Plan (Managers & above)

*\*Notes: This is not inclusive and employees are requested to read the Company policies and in case of any questions, please feel free to contact the HR team.*

### Benefits as per Law

#### Retirals

- EPF: Participation in the Employees Provident Fund ('EPF') shall be as set out in the Employees Provident Fund Scheme, 1952 ("The Scheme" and subject to applicable law).
- ESIC: Participation in the Employees State Insurance ('ESI') scheme shall be as set out in the Employees State Insurance Scheme, 1948 ("The Insurance Scheme" and subject to applicable law).
- Gratuity: Cost to company (CTC), as mentioned in this Offer Letter, excludes the component of gratuity benefit which is payable on cessation of employment after a minimum of five years continuous employment as per the provisions of 'The Payment of Gratuity Act 1972'.



- Overtime: Employees are entitled to overtime pay if their work hours exceed nine (9) hours on any working day. Overtime pay shall be equal to twice his/her hourly wage for every completed hour for which he has worked in excess or to the extent permitted by the applicable laws;
- Holidays: The Company shall publish the paid holidays every year. There are three (3) national holidays and a varying number of festival holidays, depending on the state and the year. For those entitled to Holiday Pay against working on National holiday, they will be paid 200 percent of their regular salary for that day completed as part of the regular shift.

*Note: Notwithstanding what is stated under statutory schemes hereinbefore these are subject to change as per the applicable law in India from time to time.*

#### **Leaves and Other Benefits**

- Annual Leaves: 24 working days (12 PL and 12 CL)
- Holidays: 8 days (as per the list published every year)
- Maternity Leaves: 26 weeks
- Adoption Leaves: 12 weeks
- Overtime Pay: Up to 200%
- Holiday Premium
  - Working on National Holiday Premium: 200% of regular salary / Compensatory Off
  - Working on Festival Holiday Premium: 100% of regular salary / Compensatory Off
- Birthday leave: 1 day
- Paternity leave: 7 days
- Bereavement Leave: 3 days

#### **Discretionary Benefits**

#### **Company-provided Benefits**

##### **Health & Security**

- Terminal illness coverage
- Wellness App: IL Take Care App focused on physical and Mental Wellbeing
- Onsite clinicians (operational based on site functioning)
- Wellness & Resiliency Studio (for employee's mental health and wellness)

##### **Leaves & Recreation**

- On-site Gym and Recreational Area (operational based on site functioning)

##### **Development & Rewards**

- Operations Incentive: As per applicable scheme

*Note: Eligibility to participate in the company-provided group personal accident, group medical and group accident insurance policies shall be upon onboarding.*



#### **Family Support**

- Childcare: On-site daycare/crèche facility (operational as per site location and functioning)
- NextGen Program: Scholarship for children of TaskUs employees, up to max of INR 25,000 per year (for up to 2 children, for eligible employees)
- Hope Beyond Life: Program to support family of employees who pass away while in the employment of TaskUs (covering Financial, Education, Medical and Employment support, as applicable)

*Note : These aforementioned benefits are indicative benefits, based on prevailing company policies, solely at the discretion of the company. They shall be provided to the employee as per the prevailing company policy and may be amended from time to time. These benefits are not inclusive and all the employees are requested to read the Company policies and in case of any questions, please feel free to contact the HR team.*