

**MH/Offer/05-23  
22/05/2023**

**Ms. Tejaswini B B  
Mumbai**

**OFFER LETTER**

**Dear Ms. Tejaswini B B,  
Congratulations!**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **“Management Trainee-Sales & Marketing Department”** in our organization on the terms and conditions discussed during the interview.

You will be stationed at **Mumbai**.

Your remuneration as discussed and finalized is **Rs. 450000/- Per Annum**, the detail breakup of the same is attached as Annexure-A along with this letter.

A detailed appointment letter will be given to you after you join us.

Kindly bring along 3 recent passport size photograph and all original certificates of education and experience at the time of joining.

You are required to join the company on or before **15-Jun-2023**.

You have been selected because we believe you have the potential and the desire to meet the high standards of excellence that are the hall marks of **Meril Healthcare Pvt Ltd**. We know you have hopes and aspirations of your own, & surely, expectations from us as well. We consider it our obligation on our part to:

- treat you fairly & with respect
- provide open two way channels of communication
- offer suitable recognition for your dedication and excellence of performance

Ours is a growing company, continuously improving and expanding.

We wish to see you grow along with us.

Looking forward to your joining our organization.

Thanking you,

**For, Meril Healthcare Pvt Ltd**



**Dr. H C Panjekar**

**Group Head- Human Capital & Administration**

PS :- Please revert back with your confirmation of acceptance of this offer letter within two weeks time from date of issue; failing to which the offer letter will be deemed withdrawn

### Annexure A

<u>Meril Healthcare Pvt Ltd</u>		
<b>Ms. Tejaswini B B</b>	<b>CTC</b>	
<b>Cost To Company Per Annum</b>	<b>450000</b>	
	<b>Monthly - INR</b>	<b>Yearly – INR</b>
<u><b>Cost to Company Per Month</b></u>	<b>37500</b>	<b>450000</b>
<b>Basic Salary</b>	<b>13125</b>	<b>157500</b>
<b>House Rent Allowance</b>	<b>13125</b>	<b>157500</b>
<b>Medical Allowance</b>	<b>1250</b>	<b>15000</b>
<b>Travel to Work as per Distance Factor Index</b>	<b>3500</b>	<b>42000</b>
<b>House and Electronic Equipment Maintenance Allowance</b>	<b>2300</b>	<b>27600</b>
<u><b>Paid On An Annual Basis</b></u>		
<b>Bonus / Ex - Gratia</b>	<b>2625</b>	<b>31500</b>
<u><b>Statutory Deduction, Company's Contribution</b></u>		
<b>Provident Fund</b>	<b>1575</b>	<b>18900</b>
<b>Cost To Company</b>	<b>37500</b>	<b>450000</b>

3