

Micro Life/Offer/01-23  
06/01/2023

Ms. lingampally Pranathi  
Hyderabad

OFFER LETTER

Dear Ms. lingampally Pranathi,  
Congratulations!

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

You will be stationed at **Hyderabad**.

Your remuneration as discussed and finalized is **Rs. 775000/- Per Annum**, the detail breakup of the same is attached as Annexure-A along with this letter.

You are eligible for an incentive as per company's Incentive policy.

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 **09-Jan-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 **Micro Life Sciences 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, Micro Life Sciences Pvt Ltd**



**H C Panjikar**

**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of this offer letter within two weeks time from date of issue; failing to which the offer letter will be deemed withdrawn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>Micro Life Sciences Pvt Ltd</u>		
Ms. lingampally Pranathi	CTC	
<b>Cost To Company Per Annum</b>	<b>775000</b>	
	<b>Monthly - INR</b>	<b>Yearly – INR</b>
<b>Cost to Company Per Month</b>	<b>64583</b>	<b>775000</b>
<b>Basic Salary</b>	<b>22604</b>	<b>271248</b>
<b>House Rent Allowance</b>	<b>20000</b>	<b>240000</b>
<b>Uniform Allowance</b>	<b>1250</b>	<b>15000</b>
<b>Travel to Work as per Distance Factor Index</b>	<b>8000</b>	<b>96000</b>
<b>House and Electronic Equipment Maintenance Allowance</b>	<b>5496</b>	<b>65952</b>
<b>Paid On An Annual Basis</b>		
<b>Bonus / Ex - Gratia</b>	<b>4521</b>	<b>54252</b>
<b>Statutory Deduction, Company's Contribution</b>		
<b>Provident Fund</b>	<b>2712</b>	<b>32544</b>
<b>Cost To Company</b>	<b>64583</b>	<b>775000</b>
*You are eligible for an incentive as per company's Incentive policy.		


  
*Pranathi*