

Date: 29<sup>th</sup> June 2023

Sakthi Priyadarsini S  
164/137B Mettu Street  
Ayanavaram Chennai,  
Tamilnadu - 600023

Dear Ms Sakthi Priyadarsini S,

We are pleased to offer you employment as an Senior Executive – Human Resources. The work location is in Chennai, Tamil Nādu, India. We trust that your knowledge, skills and experience will be among our most valuable assets.

If you accept this job offer, in accordance with our company policy, you will be entitled to the following benefits, beginning on the date of hire.

**Remuneration & Benefits:**

The monthly and annual salaries are listed in Annexure A. The Annual Gross Salary Offered is INR 444000 (Rupees Four Lakh Fourty Four Thousand Only).

The performance incentives and annual bonus will be paid annually as per the management criteria.

All employees of Work Easy Space Solutions Private Limited are covered under the Health Insurance and Group Accident Insurance Scheme.

**To accept this job offer:**

1. Sign and date this offer of employment as indicated below.
2. Send us the scanned copy of the same in 24 hrs.
3. Send us the scanned copy of the credentials, resignation acceptance letter and relieving order from your previous concern.

**To decline this job offer:**

1. Sign and date this offer of employment as indicated below.
2. Send us the scanned copy of the same in 24 hrs

**Please note that this offer letter is only valid for 24 hours from the date of publication of the offer letter..**

If you accept this offer of employment, your hire date will be the date you officially notify us before or while you accept the offer letter. Please note that upon your acceptance, we will cease hiring professionals for the said position at the said location.



## Annexure A

Salary Structure		
Name : Sakthi Priyadarsini S		
Designation : Senior - Human Resources		
Department : Human Resources		
Management Level : M - II		
	Monthly	Annually
Basic	18500	222000
HRA	9250	111000
Personal Development Reimbursement	1500	18000
Lunch Coupons	2200	26400
Training	0	0
Mobile Allowance	300	3600
Special Allowance	5250	63000
<b>Sub Total (A) Gross Salary</b>	<b>37000</b>	<b>444000</b>
STATUTORY BENEFITS		
Provident Fund Contribution	1800	21600
ESI Contribution	0	0
<b>Sub Total (B)</b>	<b>1800</b>	<b>21600</b>
ANNUAL & RETIREMENT BENEFITS		
Performance Incentives *	2960	35520
Annual Bonus *	3083	37000
Gratuity **	890	10678
<b>Sub Total (C)</b>	<b>6933</b>	<b>83196</b>
EMPLOYEE WELFARE		
Mediclaime Insurance @ 3 lacs	500	6000
Accidental Policy @ 7 Lacs	200	2400
<b>Sub Total (D)</b>	<b>700</b>	<b>8400</b>
<b>Fixed Cost To Company (A+B+C+D)</b>	<b>46433</b>	<b>557196</b>

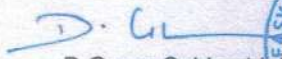
Please note

1. All taxes whichever are applicable would be deducted as per law
  2. Employer statutory contribution whichever are applicable would be borne by the company as per law
- Annual Bonus will be disbursed as per Work Easy Employee Bonus Policy
  - Gratuity will be governed as per the payment of gratuity Act, 1972
  - Performance Incentives would be based on the PR Ratings and Slab as per the Department.

Your salary mentioned is strictly confidential

We at Work Easy Space Solutions Private Limited hope that you'll accept this job offer and look forward to welcoming you aboard. You can speak to us in case of any concern.

Sincerely

  
D Grace Subhashini  
Head - Human Resources







**Accept Job Offer**

By signing and dating this letter below, I, Sakthi Priyadarsini S, accept this employment offer of Senior Executive – Human Resources, Work Easy Space Solutions Private Limited

Tentative Date of joining: 5<sup>th</sup> July, 2023

Signature: Sakthi Priyadarsini S.

Date: 1<sup>st</sup> July, 2023

**Declining Job Offer:**

By signing and dating this letter below, I Sakthi Priyadarsini S, decline this employment offer of Senior Executive – Human Resources, Work Easy Space Solutions Private Limited

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

