

May 2,2023

Ms. Sujatha Konki
s170629@rguktsklm.ac.in
Candidate Id: DS20230061

Dear Sujatha Konki,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus 4D Career Education Private Limited known as FACE) as **Technical Mentor** in our **Skill Development Division**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE Prep.
2. You will report to **Mr.Tamilarasan (Senior Product Consultant)** or anyone whom he may depute.
3. Your date of joining will be **May 15, 2023**. Your base location will be **Hyderabad**.
4. You will join us for an **Initial Learning Training Program (ILTP)** from your date of joining until your academic commitments are completed successfully. During this period, you will be paid a stipend of **Rs.21,000/-**
5. On successful completion of your academic commitments, your three-month probation will begin. The probation period may be shortened based on your performance in the ILTP phase.
6. On successful completion of your probation, your CTC will be revised to **Rs. 5,09,726/-** The break- up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as travel, food, accommodation etc. will be reimbursed as per the company policy.
7. Your notice period during ILTP & probation period is 15 days. Upon successful completion of probation, a notice period of 90 days will be effective by either party. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
8. Your work timings will be a pre-agreed time slot of 8.5 hours in duration per day. In case if you are required to work on a holiday due to business requirements, you will be entitled for a compensatory off.
9. You will not be eligible for any earned leaves during your probation period and upon successful completion of your probation you will be eligible for 2.5 days earned leave (EL) per month as per the EL policy. You will also be eligible for 14 holidays as per the policy which will be prorated as per your date of joining.
10. You will have to use your own laptop and the internet connection.
11. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued after your joining. You are required to submit signed copy of this letter on date of joining. Non-submission of the same will be treated as non-acceptance of this offer.

Annexure I: Annual Compensation Break up			
Name	Ms. Sujatha Konki	Position & Department	Technical Mentor
#	Compensation Head		Annual (in INR)
1	Basic Pay		1,60,000
2	House Rent Allowance		64,000
3	Medical Allowance		15,000
4	Conveyance Allowance		19,200
5	Provident Fund (Employer Contribution)		21,600
6	Special Allowance		1,20,200
	Total Fixed Pay		4,00,000
7	Gratuity		7,692
	Total Retirement Benefits		7,692
8	Medical Insurance Premium		1,310
9	Accidental Insurance Premium		724
	Total Other Benefits		2,034
10	Performance Linked Pay		1,00,000
	Total Variable Pay		1,00,000
	Total Cost to Company		5,09,726

Note:

1. *Performance Linked Pay (PLP) (Monthly / Quarterly)

- Performance Linked Pay will be paid out Monthly / Quarterly.
- Any Associate who has worked till the last working day of the period in consideration will receive this payout irrespective of the resignation date or last working date.
- For Sales Associates who have a target-based PLP (Monthly / Quarterly), the same will be paid out based on target achievement as on the Last Working Date of the Associate (The Payout will happen irrespective of the resignation date or last working date).

2. Indicative Value and Actual Payout Value

- The PLP or ARB mentioned in your Compensation Structure is an Indicative Value and refers to the maximum eligible PLP or ARB that you are entitled for.
- The Actual Payout Value depends on various factors including your individual performance, your team/unit performance and the overall company performance.

1. Insurance Details

- All associates will be covered under the company group accidental insurance policies for Life Cover (Rs.10,00,000)
- Full time associates will be eligible Medical Cover (Rs.2,00,000 per annum).
- The premium details are mentioned above

2. Employees will be eligible for gratuity as per the Gratuity Act 1972 which mandates that an employee has to serve minimum of 5 years to be eligible for the same.

Thank you
Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

A handwritten signature in black ink, appearing to read "Arumugam N Vadivelu".

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.