



Letter of Engagement

21st April, 2023

Dear **Venkata Narasamma Kavati**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The **three(3) months** of your employment will be probationary.

You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three(3) months and you will be called to report at our office in Bangalore. **The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**

2. Designation and Salary: You shall be employed as a **Business development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **25,000 INR** (of with **15,000 INR will be fixed** and **10,000 INR will be variable incentive**) per calendar month. (Excluding training period)

Please find the following confirmation of your employment.

Probation Start Date: **03/05/2023**.

Probation End Date: **03/08/2023**.

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.



By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <puja@corizo.in> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

Pay after Probation period: CTC 4LPA + Incentive 2.5LPA

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech, and will report on **03/05/2023.**

NAME: _____ K. V. Narasamma

DATE: _____
21/04/2023

(Candidate's Signature)



NO.	SI Particulars
1.	Graduational Certificate-12th standard or equivalent examination mark sheet
2	Colour scanned copy of your photographs
3	Aadhar Card Scanned Copy.
4	PAN Card Scanned Copy.
5	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.