

## Welcome to Achala!

Wed, 21 Dec 2022 at 5:27 pm

Sai Poojitha Yerra <sai-poojitha.yerra@achalasolutions.com>  
To: Sai Poojitha Yerra <sai-poojitha.yerra@achalasolutions.com>  
Cc: Niharika Katagouni <niharika.katagouni@achalasolutions.com>

Hi,

We are thrilled to welcome you on board!

As we mentioned before you have to submit your 10<sup>th</sup> **Original memo** along with your Intermediate memo with us on your joining date. You will be signing an agreement with us on your joining day. We are sorry to tell you that we can't provide any accommodation for you in spite of our efforts. You will have to take care of your own accommodation and your package would be for 16K.

**Note : Submission of your 10<sup>th</sup> and Intermediate memo is mandatory (or) you can deposit a cheque for 1 lakh and get it back after your internship period.**

As your joining date was communicated on **January 18<sup>th</sup>, 2023**, you are requested to come down to the office by 10:00 AM.

Please bring along:

- Original documents (10, Inter & UG)
- Xerox copies of the same
- 2 Passport sized photos

The office address is as mentioned below:

Achala IT Solutions  
3rd Floor, Plot No 342 & 343,  
Road No: 7, Kakatiya Hills,  
Hyderabad - 500081

<https://goo.gl/maps/gwv9st7h7tM3SLw3A>

We look forward to meeting you at our office!

Regards,  
Poojitha Yerra  
HR Associate  
Achala IT Solutions  
T: +91 9030015539

CIS ID: AS-22-23-004

### Letter of Intent ("LOI")

Dear Jyoshna Gandikota,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate (A)** with **Achala Solutions Pvt Ltd.**, (hereinafter referred to as "Achala").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Achala.

The date of joining and the location of posting will be purely based on business requirements of Achala. Achala solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Achala.

Upon joining Achala,

1. You are expected to enter into an employment agreement with Achala which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Achala.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo trainings for such duration as deemed necessary by Achala and your performance will be evaluated periodically during such training period

Achala reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Achala nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact us at [hr@achalasolutions.com](mailto:hr@achalasolutions.com).

Thanking you!

Yours Sincerely,

*Sravan Pakatipati*  
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HR Manager  
Achala IT Solutions Private Limited  
Plot 342 & 343, Road 7, Kakateeya Hills, Hyderabad - 500081

ANNEXURE 1

Ms. Jyoshna Gandikota,  
Associate (A)

You will be under probation for six (6) months from your date of joining Achala. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,50,000/- (Rupees Four Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Yours Sincerely,

*Sravani Pakalapati*

Sravani Pakalapati  
Sr. Sravani Pakalapati, @Achala  
IT Solutions Pvt Ltd, HR,  
Email: hr@achalasolutions.com,  
c:IN  
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HR Manager

Achala IT Solutions Private Limited  
Plot 342 & 343, Road 7, Kakateeya Hills, Hyderabad - 500081