



To

**Pallavi Singh**

Mob: 8218297764

**Subject:** Letter of Intent from Acelerar Technologies Pvt. Ltd to “Pallavi” (Process Associate), for Noida.

Dear Pallavi,

Further to our discussions, we have pleasure in giving you an offer in our organization as “Process Associate”. This offer takes effect from your date of joining, which would be communicated over phone or through sending a Joining letter. You shall join the employment of the Company on the date communicated by the Company. In the event of your not joining on the allocated date, this letter shall be deemed rejected and declined by you and thus, shall be deemed to be revoked automatically without any notice to you.

Your compensation package would be as in Annexure A. However, the structure of your compensation plan may be altered/ changed from time to time in line with the Compensation policy and practices of the organization.

**As per the company HR Policy, you are strictly not allowed to discuss your salary with anybody other than your Team Leader or HR. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.**

**You will be reporting us on the address mentioned below.**

A-42/6, 5<sup>th</sup>- Floor,  
Pinnacle towers,  
Noida Sect-62

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

If you do not confirm the acceptance, Acelerar Technologies Private Ltd., has the right to withdraw the offer. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

1. Original and copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Copy of your ID Proof (Passport / License/ Voter Id card)
4. Three passport size and one stamp size colored photograph
5. One Cancelled Cheque

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

**From**  
**Acelerar Technologies Pvt Ltd.**

**Kamakshi Sharma**  
**Manager - Human Resources**

**ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits)**

**Name** : Pallavi Singh  
**Designation** : Process Associate  
**Location** : Noida

**a) Remuneration**

<b>SALARY COMPONENTS</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
BASIC	INR 6,681	INR 80,172
HRA	INR 2,672	INR 32,066
CCA	INR 1,947	INR 23,362
NIGHT SHIFT	INR 1,000	INR 12,000
CONVEYANCE	INR 800	INR 9,600
<b>GROSS SALARY</b>	<b>INR 13,100</b>	<b>INR 157,200</b>
EMPLOYEE PF	INR 801	INR 9,616
ESI	INR 622	INR 7,467
<b>TOTAL CTC</b>	<b>INR 14,524</b>	<b>INR 174,283</b>

**b) Leave**

You will be entitled to privilege, sick and casual leave as applicable to your category of employees.

**Note: ESI & EPF (Under Employee State Insurance Act 1948 & Employee Provident Fund Act 1925)** Company will deduct 1.75% of monthly gross wages towards premium payable for employee State Insurance Coverage if employee's gross salary is within the gross salary limit as specifies by ESI Act. Company will deduct 12% of monthly basic wages towards premium payable for Employee Provident Fund coverage if employee's basic salary is within the basic salary limit as specified by EPF Act.