

**Letter Of Intent**

**Date:** 29<sup>th</sup> May '23

**Name:** Sanjana Sawant

**Location:** Panjim

**Dear Sanjana,**

1. We are pleased to inform that you have been shortlisted for the position of **Post Graduate Sales Trainee** in **Sales Department** in **Niva Bupa Health Insurance**.
2. Your date of joining would be **5<sup>th</sup> June'23**, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only **Letter of Intent** and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
  - **Fixed: INR 3,75,000/-**
  - **Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Plan)**
  - **Guaranteed Retention Bonus:**
    1. **Part 1 (6 Months from DOJ): INR 25,000/-**
    2. **Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-**
- ❖ **Fixed CTC is subject to Statutory, Tax deduction as applicable.**
- ❖ **The above retention bonus will be paid if you are active (not Serving Notice Period) and has lock-in period as detailed in your final offer letter.**
5. **Please carry original and submit the copies of the following documents on the day of joining:**
  - a. **PAN Card and E- Aadhaar Card**
  - b. **X & XII passing certificate and Highest Qualification**
  - c. **Cancel Cheque**

**We look forward to welcoming you, and wish you all the best for this exciting new journey.**

**For Niva Bupa Health Insurance**



**Authorized Signatory**

**Niva Bupa Health Insurance Company Limited**

*(Formerly known as Max Bupa Health Insurance Company Limited)*

IRDAI Registration No. 145 | CIN: U66000DL2008PLC182918

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