

## Offer Letter

**Date: 10<sup>th</sup> Nov 2023**

To,

**Aastha Sangle**  
Panaji, Goa

We are pleased to inform you that after careful consideration and based on your performance, we are pleased to inform you of your permanent employment in our company **Infuse Consulting India Private Limited**, on the terms and conditions mutually discussed and agreed upon.

### **JOB TITLE/DUTIES/DOJ**

You are employed as “Associate Software Development Engineer in Test” and your duties will be as advised by your Line manager. Your duties may be modified from time to time to suit the needs of the business. Your day of joining will be 1<sup>st</sup> August 2024.

### **PROBATIONARY PERIOD**

You join us on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Line Manager, and you should not consider your probationary period to have passed until such notification has been received. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

### **PLACE OF WORK**

You will normally be required to work at your home address and required to come into our Pune / Goa office as and when required by the needs of the Company and /or other sites as may be reasonably required.

### **HOURS OF WORK**

Your normal hours of work are not variable. However, your working pattern may vary. You will be required to work a minimum of 40 hours per week aligning with UK timings over 5 days between Monday and Friday, with a minimum of 8 working hours per day.

### **REMUNERATION**

Your salary will be INR 6,50,000 per annum (Six Lakh Fifty Thousand pa). Details are shown separately. Also, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leaves in compliance with Indian and UK laws.

### **BENEFITS**

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- An Employee Assistance Programme
- Mediclaim
- Discretionary Bonus based on performance and solely at management's decision.

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### **Infuse Consulting India Private Limited**

B 902, Teerth Towers, Sr. No. 28/2, Near Raj Hotel, Baner, Pune 411021

India Company Incorporated by Government of India, Ministry of Corporate Affairs under number U74999PN2018PTC179748

www.infuse.it

#### **NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE**

It is hoped that our association will be of long duration. However, you may terminate the same by giving 90 Days' notice or on payment of 90 Day's salary and forego of your experience certificate & Relieving letter in lieu thereof. Infuse reserves the right to change this notice period depending on project dependencies and your work commitments.

#### **NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER**

Management reserves the right to terminate your services due to performance or disciplinary issues affecting the client's project by giving you in writing the cause for termination and in some cases a month of PIP to improve upon. Termination will be instant if you are found to breach company code of conduct / ethics as mentioned in the handbook.

#### **PAY IN LIEU OF NOTICE**

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

#### **TRAINING**

At the commencement of your employment, you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

In addition, we encourage employees to undertake external training courses where the period of training may further their career with us. Financial assistance may be provided where your Line Manager believes that the performance of the Company will benefit from your progression. Where it is provided, this will be subject to a training agreement which requires repayment by you to the Company of the cost of the training on a sliding scale in the event of the termination of your employment.

#### **VERIFICATION BACKGROUND**

You will be required to submit your documents as required for Verification background check as a part of our ISO process and Company policy. In case of any discrepancy found in your check conducted, immediate action will be taken which might lead to termination from Infuse.

#### **CAPABILITY AND DISCIPLINARY PROCEDURES**

The disciplinary rules and procedures that will apply when dealing with capability or disciplinary issues are mentioned in the Employee Handbook to which you should refer.

#### **GRIEVANCE PROCEDURE**

Should you feel aggrieved at any matter relating to your employment, raise a grievance promptly with your manager, either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Company to effectively deal with your grievance if the complaints relate to something which took place a long time ago. Further information can be found in the Employee Handbook.

**Medical Examination:** - You will have to get your medical examination done on genetic disorders, typical diseases and vision and hearing disorders from a valid medical practitioner.

#### **On the day of your joining, you are required to submit copies of the following:**

1. Educational Certificates
2. Aadhar / PAN card
3. Certification (if any)
4. Ex-Employer - Relieving letter and three-month Salary and Account Bank Statement

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5. COVID vaccination proof

**Note:**

- Kindly carry the Originals with you to verify the above documents.
- Please carry the copy of this Offer Letter on the day of your joining.

Please confirm that the above terms are acceptable to you and that you accept the Offer by signing a copy of this Offer letter.

We hope that our association will be long and mutually beneficial.

Best Wishes and All the Best.

Yours Truly,

**For Infuse Consulting India Private Limited**



Subodh Borkar  
Authorised Signatory

Aastha Sangle

## Salary Details

Infuse Consulting India Pvt Ltd.		
<b>Name:</b>	Aastha Sangle	
<b>Date of Joining:</b>	1 <sup>st</sup> August 2024	
<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Salary	21,667	2,60,000
Dearness Allowance (40% on Basic)	8,667	1,04,000
House Rent Allowance	10,833	1,30,000
Education Allowance	2,400	28,800
Other Allowances	8,000	96,000
<b>Gross Salary</b>	<b>51,567</b>	<b>6,18,800</b>
Less: P. F. Contribution	2,600	31,200
Profession Tax	200	2,500
<b>Take Home</b>	<b>48,767</b>	<b>5,85,100</b>
<b>Other Benefits</b>		
Company Contribution towards PF	2,600	31,200
Total Effective Salary Per Month (CTC)	<b>54,167</b>	
Total Effective At the End of the Year (CTC)		<b>6,50,000</b>

**Note:** The above stack up has been prepared keeping the current government compliances especially concerned with PF, ESIC, minimum wages act. Any change in these compliances may change the above take-home amount.

I agree to accept employment on the terms and conditions in the above letter.

I shall be reporting for duty on ...../...../.....

**Date:** ...../.... /....

Aastha Sangle

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