

Date: 5 Jan 2024

Dear Ms. Taru Dhasmana,

We are thrilled to extend this formal offer of employment for the position of **Trainee** at Cloud Analogy CRM Specialist Ltd. Your impressive background and skills have stood out to us, and we believe you will be an invaluable addition to our team.

Your expertise aligns perfectly with our vision for innovation in the CRM industry, and we are confident that your contributions will significantly impact our future growth. We appreciate the unique perspective and approach you bring to the table, which we believe will enhance our competitive edge in the market.

We believe your skills and expertise will be instrumental in driving our company's growth and strengthening our position in the CRM industry. Your potential aligns perfectly with our goals, and we are eager to see the positive impact you'll make on our team.

Position Details:

- **Title:** Trainee at G1 Grade.
- **Department:** Service Excellence
- **Reporting Manager:** Vineet Kumar
- **Location:** Kurukshetra
- **Start Date:** 05 Feb, 2024
- **Training Stipend:** INR 17,288
- **Compensation:** Total Cost to Company **INR 3,50,000 (Rupees Three lakh fifty thousand Only)** per annum. A detailed breakdown of your annual and monthly compensation is attached to this letter.
- **Training Period:** You will be under a Training period of **six** months from the date of joining.
- **Service Agreement:** You will be under a 2 year Bond, in case you Breach the Bond Agreement then you are liable to pay Rs 4,00,000 along with other benefits.

Our Comprehensive Benefits Package:

- **Performance-Based Bonus:** Opportunity to earn additional compensation based on individual and company performance.
- **Health and Wellness:** Comprehensive medical insurance for you and your dependents.
- **Retirement Planning:** Competitive employer-matched retirement savings plan to secure your financial future.
- **Professional Development:** Access to industry-leading training programs, conferences, and certifications to enhance your skills and advance your career.
- **Stock Options:** Eligibility for company stock options, allowing you to share in our long-term success.
- **Paid Time Off:** Generous vacation days, personal days, and paid holidays to ensure work-life balance.
- **Parental Leave:** Supportive parental leave policy for both primary and secondary caregivers.
- **Employee Assistance Program:** Confidential counseling and support services for personal and work-related issues.
- **Relocation Assistance:** If applicable, support for your move to [Work Location] to join our team.
- **Flexible Work Arrangements:** Options for remote work and flexible hours, subject to role requirements and manager approval.
- **Tax-Saving Flexi Pay Structure:** Customizable salary structure allowing you to optimize your compensation for maximum tax benefits, including options for:


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1. House Rent Allowance (HRA)
2. Leave Travel Allowance (LTA)
3. Other tax-saving components as per current tax laws.

Key Terms and Conditions:

- This offer is contingent upon successful completion of background checks and reference verifications.
- The detailed terms and conditions of employment will be shared with you on your joining date.
- Please review and return the signed offer acceptance by **27 Jan, 2024**

Required Documents: Please refer to the attached list of documents that you need to furnish on or before your joining date in Annexure 3.

Next Steps:

- Review all attached documents carefully.
- Sign and return the offer acceptance by **27 Jan, 2024**
- Begin preparation for your transition to Cloud Analogy CRM Specialist Ltd.

We are excited about the prospect of you joining our team and contributing to our continued success. Should you have any questions or require additional information, please don't hesitate to contact **Smridhi Rana** at smridhi.rana@cloudanalogy.com

Please note that failure to confirm your acceptance of this offer by **27 Jan, 2024**, will result in the automatic cancellation of this offer.

We look forward to welcoming you to the Cloud Analogy CRM Specialist Ltd. family!

For Cloud Analogy CRM Specialist Ltd.

Divya Dang

Chief People Officer

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Annexure 1

During the training period:

EARNINGS	AMOUNT
Stipend	15000
Gross Income	15000
EPF PF Employer Stipend	1800
ESI Employer Gross Income	488
SUB TOTAL	INR 17288
EPF PF Employee Stipend	1800
ESI Employee Gross Income	113
Employee Deduction	1913
TOTAL	INR 13087


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Annexure 2

Upon completion of the 6-month training period:

EARNINGS	MONTHLY	YEARLY
Basic	11,666.67	1,40,000.00
HRA	5,833.33	70,000.00
Special Allowance	7,271.67	87,260.00
Statutory Bonus	971.83	11,662.00
Internet Reimbursement	1,000.00	12,000.00
SUB-TOTAL (A)	26,743.50	3,20,922.00
BENEFITS AND CONTRIBUTIONS (PART - B)		
PF - Employer	1,800.00	21,600.00
Gratuity contribution	561.17	6,734.00
LWF Employer	62.00	744.00
SUB-TOTAL (B)	2,423.17	29,078.00
TOTAL (A + B)	INR 29,166.67	INR 3,50,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,800.00	21,600.00
LWF	31.00	372.00
Medical Insurance	196.42	2,357.00
TOTAL DEDUCTIONS (C)	INR 2,027.42	INR 24,329.00
TOTAL (A-C)	INR 24,716.08	INR 2,96,593.00

Notes:

1. Income tax and other statutory deductions as applicable.
2. Gratuity shall be paid as per the prevailing act.
3. Medical Insurance premium will be deducted as per self-declaration (Actual Premium).
4. Variable pay is linked to achieving mutually agreed goals from year to year.
5. CTC components shall be restructured once the reimbursement options opted.
6. Total Annual Professional Tax will be INR 2500.
7. One time Individual Insurance Premium has been added to your special Allowance.
8. The deductions will differ based on the location. After joining you will receive an appointment letter outlining the salary structure
9. Monthly Performance Bonus will be evaluated based on performance and KPIs achieved and it will be processed every month.


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10. Quarterly Performance Bonus will be evaluated four times a year, based on performance and KPIs achieved, and will be processed quarterly.
11. Half-Yearly/Six-Monthly Performance Bonus will be evaluated twice a year, based on performance and KPIs achieved, and will be processed in January and July.
12. Annual Performance Bonus will be evaluated once a year, based on performance and KPIs achieved, and will be processed annually.
13. Joining bonus, it will be released after the employee completes 3 months with the organization. However, if the employee leaves the organization within 1 year, they will be required to repay the full bonus amount.


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Annexure 3

At the time of joining **Cloud Analogy CRM Specailist Ltd.** the following documents and information must be made available to us.

List of documents that need to be submitted:

S.no	Documents
1	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
2	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with mark sheets.
3	Your latest salary slip or salary certificate*
4	Experience proof - Relieving letter from previous employers (if previously employed) The relieving letter or resignation acceptance needs to be submitted in original
5	Service certificate from previous Employer
6	Form 16 or Taxable income statement duly certified by the previous employer (The statement showing the deductions and Taxable income with the break up) till the last date of your employment with them along with PAN number if available.
7	4 Passport Size Photographs
8	Copy of PAN, Adhaar card, passport (All sheets)
9	Copy of your updated resume

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- We will not be able to process your records unless you submit all the documents mentioned above.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

- Ø DOB's of Father, Mother, Spouse, Child/ Children
- Ø Educational details with the passing year
- Ø Your past experience details with the exact years and role played to be mentioned.
- Ø Blood Group

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- Ø 3 Passport size photograph of all your dependants
- Ø Your PF, ESIC account number with previous (prior to joining us) employer
- Ø Your PAN number
- Ø Passport number, Place of issue, Date of issue, Validity: From & To date.


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