



**3<sup>rd</sup> December 2021,**

Sub: Offer of employment by Pin Click

**Dear Afsana Rahman,**

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Inside Sales Executive**”, with effect from **8<sup>th</sup> December, 2021**. The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A.
2. Your initial posting as Pin Click employee will be at our **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15daysnotice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**



The details of your annual earnings are as Annexure A.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
<b>EmployeeDetails</b>	<b>Name</b>	Afsana Rahman	
	<b>Designation</b>	Inside sales executive	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	3 <sup>rd</sup> December,2021	
	<b>CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Special Allowance	7,740	92,880
	Sub-Total I / Gross Pay	<b>23,265</b>	<b>2,79,180</b>
<b>B</b>	Professional Tax	200	2400
	PF Employer	882	10,584
<b>A-B</b>	<b>Net Salary</b>	<b>22,183</b>	<b>2,66,196</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	<b>Sub Total II</b>	<b>1,235</b>	<b>14,820</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>24,500</b>	<b>2,94,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<ul style="list-style-type: none"><li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as Applicable.</li><li>● Your Payroll will start after 7 days of training period.</li></ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click.

Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**



## LETTER OF INTENT

- A)** The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the company. The supervisory function shall be discharged by the employee with due regards to his KRA's.
- B)** The employee shall at all times abide by the policies and practices of the company and comply with applicable laws.

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc. as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_