



A Unit of Focus 4D career Education Pvt. Ltd

April 17, 2021

Ms P Sushmasai

sushmareddy806933@gmail.com

Candidate Id: CN20210232

Dear P Sushmasai

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance upto Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

PRINCIPAL

Sumathi Reddy Institute of Technology For Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (T S.)



## Annexure I: Annual Compensation Structure

Name	Ms. P Sushmasai	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: \*Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

### ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

*Rajin*

**PRINCIPAL**

Sumathi Reddy Institute of Technology For Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (T.S.)

Name & Signature of the candidate with date of acceptance



225