

Dated: 21/12/2020

Dear **EDULAKANTI SREEJA REDDY**

Letter of Intent

Subject: Letter of intent

With reference to the discussion you had with us, we are pleased to offer you an opportunity to attend our training program.

You may note that the organization has allowed you to attend this training on understanding that you shall attend full training without any absenteeism and you shall make all efforts to qualify through the test as the company is incurring substantial cost towards the same.

You will undergo a training program. However the same will be extended as per the business requirement as per the client requirement). After Training, You will be offered **salary Rs.11000/- CTC**. Your date of joining is **04/1/2021**. You will be absorbed as a trainee customer service associate in our operations department and will undergo the probation of next six months.

This period can be extended at the discretion of the management depending upon your work and conduct and at the end of the period of probation, if your work and conduct found to be satisfactory, your appointment will be confirmed in writing and you will be appointed as Customer Support Representative.

You are required to join us at the following address "**Third Floor, 12-6-1 1/301, Vijay Sai Towers, Kukatpally, Hyderabad, Telangana, 500072**".

Please signify your acceptance of offer by signing the duplicate copy of this letter in the space provided below and returning to us.

Welcoming you to our organization and wishing you a successful career with us.

Yours truly

For ICCS Ltd

Authorized Signatory

Mallika - HR

HR Department



Rajani
PRINCIPAL

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

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I accept the above offer, terms of appointment and other terms of employment. I also understand that the offer of subject to my completing of induction, training & absorption in operations successfully. I am aware that my training will be of 30 days paid (Rs.100/ per day). This may get extended in terms of retraining or an extension of training as per client requirement/ business requirement.

(Name & Signature)

Date

Place: Hyderabad

Salary Annexure

Particulars	CSR English/Hindi/Regional
Basic Salary	11000
House Rent Allowance	-
Conveyance Allowance	
Medical Allowance	
Special Allowance	0
Total Gross Salary	11,000
<u>Employer's contribution to ESIC@4.75%</u>	0
<u>Employer's contribution to PF@13.16%</u>	0
<u>Bonus@8.33% of Gross</u>	
Washing allowances(Max@800/- pm)	
Total Cost to Company	11,000
<u>Employee's contribution to ESIC@1.75%</u>	0
<u>Employee's contribution to EPF@12%</u>	0
Total Deductions	0
PLI	
Total Take Home Salary	11,000



Rajin

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