

March 28, 2023

OFFER LETTER

Dear **Lingabattula Nikhitha,**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under Paid Internship / Probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of Paid Internship / Probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a **service agreement of two-year** excluding Paid Internship / Probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopted by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For **Logik Works**

ACCEPTED



Sumanjan Goerenka
Founder & CEO

Lingabattula Nikhitha
Date:

Annexure I

Name	Lingabattula Nikhitha	
Role	Associate Trainer	
Location	Hyderabad	
During Internship / Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

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Sumanjan Gorenka
Founder & CEO

Signature of the Candidate

Annexure II

Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Lingabattula Nikhitha** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with the Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

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Signature of the Candidate

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

Name:

Signature:

Place:

Date:

Witness Name:

Witness Signature:

Place:

Date:



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