

**Date: 20th December 2018**

To,  
**Mr. Nitin Kisan Satpute**  
Kh.TAL-Sangamner,DIST-Ahmadnagar,422605,  
**Contact: 9049267126**  
**Email Id-satputenks@gmail.com**

**Sub: OFFER LETTER**

**Dear Nitin,**

We are pleased to offer you the position of "Associate Engineer" on deputation with our client **Tata Communications Transformation Services Ltd**, for a fixed period of employment. This assignment is purely a contractual assignment from **02<sup>nd</sup> January 2019 to 01<sup>st</sup> January 2020**.

We are enclosing the details of the salary package, payable to you.

As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- CV and 2 passport size photographs
- Proof of age
- Certificate of Educational Qualifications
- Experience Certificates from previous employer
- Release from previous employer
- A copy of your present salary slip and 2 references with telephone and e-mail contact.

Kindly note this offer is subject to your furnishing the above mentioned supporting documents and affirmative reference check response. In case you fail to do so or if we find any of the documents submitted are false then this offer will become invalid and stands withdrawn.

This offer is open up to ten days from the date of issue and will stand withdrawn thereafter automatically

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With Warm Regards,

**For Lobo Staffing Solutions Pvt.Ltd.**

  
**Authorized Signatory**

**Annexure I**

Name : Nitin Kisan Satpute  
Designation : Associate Engineer  
Department : Data Team - LCRM  
Location : Pune  
Start Date : 02nd January 2019  
End Date : 01<sup>st</sup> January 2020

SALARY COMPONENT	AMOUNT
BASIC	9800
HRA	3200
CONVEYANCE	1600
MEDICAL ALLOWANCE	1250
CCA	1019
ADVANCE BONUS	816
PF EMPLOYER	1274
ESIC EMPLOYER	841
INSURANCE & OTHER CHARGES	150
<b>GROSS CTC</b>	<b>19950</b>
BASIC	9800
HRA	3200
CONVEYANCE	1600
MEDICAL ALLOWANCE	1250
CCA	1019
ADVANCE BONUS	816
<b>GROSS SALARY</b>	<b>17685</b>
PF EMPLOYEE	1176
ESIC EMPLOYEE	309
PROFESSION TAX	200
<b>NET TAKE HOME</b>	<b>16000</b>

**Note:** Basic pay indicated above includes Dearness Allowance / Special Allowance as applicable

**For Lobo Staffing Solutions Pvt.Ltd.**

  
Authorized Signatory

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I hereby accept the above-mentioned terms and conditions.

Name:

Signature:

Date: