

**Ref: ADMJF/HR/LOI/22**

**Date: 23/03/2022**

**To,**  
**Mr. Karyappa Tone,**  
At – Kesnand Phata, Wagholi,  
Tal – Haveli, Dist. - Pune

## **LETTER OF INTENT**

**Dear Mr. Karyappa,**

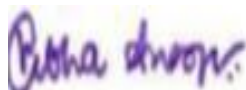
With reference to your application & subsequent rounds of interview you had with us, we are pleased to offer you the position of “**Engineer – Quality**” in our organization.

You are required to join on or before **25 Apr 2022** at our Chakan Plant and also required to submit the following documents at the time of joining. The detailed appointment letter will be issued to you after joining the duties;

1. Copies of Educational Testimonial.
2. Clearance/ relieving letter from your last employer.
3. Two copies of your recent passport size photographs.
4. Xerox copy of PAN no.
5. Medical fitness Certificate.

Please return the duly signed duplicate copy of this letter as token of acceptance of the offer.

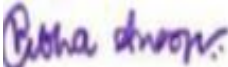
**For, ADM Joinflex India Pvt. Ltd.**



**AUTHORIZED SIGNATORY**

<b>ANNEXURE- CTC Breakup</b>		
<b><u>SALARY STRUCTURE</u></b>		
Name of Employee	<b>Mr Karyappa Tone</b>	
Designation	<b>Engineer</b>	
Department	<b>Quality</b>	
<b>Particulars of Salary</b>	<b>Monthly CTC</b>	<b>Annual CTC</b>
Basic	13,304	1,59,648
HRA	4,656	55,872
Conveyance Allowance	2,000	24,000
Education Allowance	3,500	42,000
Medical Allowance	1,250	15,000
Washing Allowance	1,000	12,000
Statutory Bonus	1,261	15,132
NC Payment ( As per Policy )	3,500	42,000
Special Allowance	2,790	33,480
Sodexo	-	-
<b>Total Gross ( A )</b>	<b>33,261</b>	<b>3,99,132</b>
Employers PF Contribution	1,800	21,600
Bonus (Payable Annually)	1,400	16,800
Employer's ESIC Contribution	-	-
Mediclaime	400	4,800
<b>Total ( B )</b>	<b>3,600</b>	<b>43,200</b>
(Gratuity (C))	<b>640</b>	<b>7,679</b>
<b>Total CTC (A+B+C)</b>	<b>37,501</b>	<b>4,50,011</b>

For ADM Joinflex India Pvt. Ltd.



Authorized Signatory

Employee Signature