

**Date: 15<sup>th</sup> April 2021**

REF: Zellis HR/OL/2021/015

**Dear Aswani K A,**

We're delighted to offer you the role of **Trainee Associate** starting on **22<sup>nd</sup> April 2021**. At Zellis HR India Private Ltd you'll be part of our mission *to give great organizations powerful technology and services that power their people*.

You'll be helping us use big ideas, brilliant software and over 40 years of trust to help our customers propel their businesses forward and unlock the potential of their employees.

We're very much looking forward to welcoming you into the family. In the meantime, please read the following details carefully.

- You'll be presently based in our Kochi office at 4<sup>th</sup> Floor, Phase-IV Carnival Infopark, Infopark-SEZ, Kakkanad, Kochi – 682042, However, the Company may require you to work at any of its locations and its subsidiary locations or on customer sites, within or outside India, existing at present or which may be hereafter opened, at the discretion of the Management.
- The regular working hours of the company is 10:00 AM to 7:00PM (Mon-Fri), employees working in client locations or handling clients at other geographies will follow the respective working timelines. You will be required to work in different time zones based on the company's business need.
- Your salary including all benefits will be INR **271000/-** per year. The details of other terms and conditions including benefits applicable to you will follow in your appointment letter which will be given soon after your joining.
- On your joining date, we'll also need you to bring the original and photocopy of your Aadhar Card, Pan Card, past employment certificates and mark sheets in support of your educational qualifications, as well as [8] passport size and [2] stamp size color photographs. The employment will be subject to verifying the authenticity of the documents through the background verification process.

Please sign the duplicate of this letter as a token of your acceptance of the terms and conditions of employment and return it to us within 2 days of issue of the same.

If you have any questions, please feel free to revert for clarification.

Once again **Aswani**, we're very pleased to make you this offer of employment. It's an exciting time for the company and we're looking forward to having you with us.

Yours sincerely,

**Anju Raj K**  
**Senior Manager – Human Resource**

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I accept the offer on the terms and conditions and shall report to work on 22<sup>nd</sup> April 2021.

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**Aswani K A**