



WESTAGILE

(M. Pradhyumna Reddy

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CSE

Letter of Intent (LOI)

Date: 15th October 2019
Name: Pradhyumna Reddy Guttapally
College: Gokaraju Rangaraju Institute of Engineering and Technology

Dear Pradhyumna Reddy Guttapally,

Sub: Selection as Associate Software Development Engineer - Regarding

Based on your performance in our evaluation, we are pleased to inform you that you have been provisionally selected by Westagile IT Labs India Pvt. Ltd. (Company) for undergoing Sponsored Training Program in the latest technologies. After the successful completion of this training program that is likely to take place till the completion of your graduation, you will be offered employment as **Associate Software Development Engineer** in Westagile IT Labs India Pvt. Ltd.

The sponsored training program is expected to commence from Jan 2020. Schedules given are tentative and may change at the discretion of the company.

Joining formalities to be completed prior to joining the sponsored training program:

- Within 1 week, submit your consent by duly signing on all pages of LOI in the footer column and send the same to us. Send along with signed LOI, self-attested photocopies of all your marks sheets starting from 10th class.
- On joining you would be required to sign a service agreement that is applicable to you during the training period and up to twenty-four months from the date of appointment as a full-time employee.

The other employment conditions are as follows:

- During your training program (classroom/on the job) period, you will be paid a stipend of Rs. 15,000/- per month. You're expected to carry your own laptop during the training program and you will be provided an Apple Mac for work upon full-time employment.
- On satisfactory completion of the training, you will be assigned to projects in Westagile IT Labs India Pvt. Ltd under the role of Associate Software Development Engineer with a **CTC of INR 6,00,000** per annum. The breakdown of your CTC is presented in Annexure - A.
- The training program is offered to you as an intern on temporary employment status, however, all the other terms and conditions of employment remain the same as mentioned in the offer letter.
- The benefits and leave policies mentioned in the offer letter are applicable post completion of the training program which are presented in Annexure - B.
- As part of the employment, you will have to sign on two other agreements, namely, service agreement and non-disclosure agreement printed on a non-judicial stamp paper. The service and non-disclosure agreements are to be signed by you and the company's representative on the day of joining the training program.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, it may be changed only by a subsequent written agreement.

Signature:

Date:

WESTAGILE IT LABS INDIA PRIVATE LIMITED

You are requested to consent your acceptance to this LOI within 3 Days to the undersigned failing which this offer of the sponsored training program and subsequent employment as Associate Software Development Engineer at our company stands canceled. On your acceptance of the LOI, you are required to sign the service agreement before the commencement of the sponsored training program failing which you will not be eligible to join the best-in-class industry-oriented sponsored training program and subsequent employment.

You will be issued an appointment letter with a start date of your employment after successful completion of your sponsored training.

West Agile Labs offers a tremendous work environment in cutting-edge technologies and designs serving global customers. We congratulate you, on the successful completion of the rigorous selection process demonstrating your aptitude to work in a highly technical and challenging environment. We hope you, as our team member, would put the best of your efforts into the growth of the company ensuring that you would get great opportunities to work with a technically talented and focused team.

You are required to return the true photocopy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of another employer or a third party, which would impose restrictions on your ability to accept employment with and carry out your company-related functions and duties upon employment.

The Company reserves the right to terminate your sponsored training and employment summarily without any notice period or termination payment, if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

The Company reserves the right to revise the proposed salary and benefits as per prevailing levels of pay at the time of your employment and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.

With Best Wishes,

For Westagile IT Labs India Pvt. Ltd.

Authorized Signature

**Pavani Sripada
Senior Manager - TA**

Received the Original Letter of Intent:	Name:	Signature
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I willingly accept the terms and conditions of this LOI and give my consent to join the sponsored training program commencing in Jan 2020 after completing the joining formalities.

Signature:

Date:

Annexure - A

Name: Pradhyumna Reddy Guttapally

Designation: Associate Software Development Engineer

CTC per annum	600,000	
Variable CTC per annum	100,000	
Fixed CTC per annum	500,000	
CTC per month	41,667	
		(Amt in Rs.)
	Monthly	Annualized
Monthly Emoluments		
Basic & DA	12,500	150,000
House Rent Allowance	5,000	60,000
Special Allowance	21,125	253,505
Sub Total - A	38,625	463,505
Monthly Reimbursements		
Meal Vouchers	2,000	24,000
Sub Total - B	2,000	24,000
Gross Monthly Salary (A+B)	40,625	487,505
Annual Reimbursement		
Leave Travel Allowance *	1,041	12,495
Sub Total - C	1,041	12,495
TOTAL CTC (A+B+C)	41,667	500,000
Deductions		
PF Employee	1,500	18,000
PF Employer	1,500	18,000
Gratuity	601	7,212
Professional Tax	200	2,400
TDS	-	-
Total	3,801	45,612
NET PAY/TAKE HOME SALARY	37,866	454,388

Annexure - B

Benefits

Once you onboard West Agile Labs as a full-time employee, you can avail the following benefits:

Flexible Working Hours: We know and understand the importance of work life balance and thus encourage employees to work flexible hours.

Certification Reimbursement: While you are continuously performing well, it is also important that you keep yourself updated on the latest technology trends in the market. So we support the employees by helping them financially and also provide suggestions by the industry experts upon the areas of certifications whenever required.

Health Insurance : Your family (you, your spouse and 2 kids) will be insured for group medical policy for a cover of INR 4,00,000 Lakhs (INR Four Lakh Rupees only).

Accidental Insurance : In addition to the Health Insurance all employees are also covered under the personal accident insurance, unto an amount of INR 10,00,000 Lakhs (INR Ten Lakh Rupees only) each.

Rewards & Recognition : Employees are rewarded for their performance on a regular basis.

Team Outings: The best way to bond with the team is to spend time with them! We encourage our teams to spend time together over different occasions like outings and dinners.

Birthday Leave: Your birthday needs to be celebrated and we understand if you want an off on your special day. One birthday Leave is added to your leave balance and can be used during the month of your birthday.

Maternity Leave : Full paid holiday for the period of 26 calendar weeks (Nearly 6 months).

Paternity Leave : Full Paid Holiday for a period of 7 business working days.

Uber for Work : Employees working post 8 PM in the office premises can travel home safe in Uber. WAL is associated with Uber for late working employees and pays for their travel home