

OFFER LETTER

CONFIDENTIAL
14 March 2024
Ms. Sharwari Bhope
Mumbai.

Dear Sharwari,
Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Senior Manager - Marketing	Mumbai	4	Rs.22,00,000/-p.a.

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 4.

Your annual CTC of Rs.22,00,000/- (CTC Rupees Twenty Two Lakhs only) will include Rs.2,20,000/- (Rupees Two Lakh Twenty Thousand only), as your Performance-linked-Incentive (PLI) which will be paid after the end of financial year based on achievement of your KRA's & subject to you being in service at the time of disbursement in line with Company policy.

Your appointment shall be basis your representations on your educational qualifications, professional experience and on satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice of 3 months or pay equivalent gross salary in lieu of the notice period.

We expect you to join us on or before 21 March 2024 and appreciate your confirmation.

We welcome you to Travel Food Services Chennai Private Limited (K Hospitality Group) and look forward to working with you.

Best regards,
For **Travel Food Services Chennai Private Limited**



Conrad Alves
Vice President - Human Resources

I have read and understood the offer document and accept the offer.

Name: Sharwari Bhope

Date: _____

Place: _____

Signature: _____

Prithu

ANNEXURE – A

CONFIDENTIAL			
SALARY PACKAGE			
Name :	Sharwari Bhope	Designation:	Senior Manager
Location:	Mumbai	Department :	Marketing
W.E.F:	21/03/2024	RL:	4
Sr.	Particulars	Monthly	Annual
1	Basic	57750	693000
2	House Rent Allowance	28875	346500
3	Washing Allowance	2600	31200
4	General Flexible Allowance	43067	516807
	Gross Salary (A)	132292	1587507
5	Vehicle Reimbursement	20000	240000
6	Periodical and Professional Magazines	1000	12000
7	Business Attire	2000	24000
	Total Reimbursements (Total B)	23000	276000
	TOTAL GROSS(A + B)	155292	1863507
8	Less - PF Contribution by Employee (C)	6930	83160
	Net Salary with Reimbursements [(A - C + B)]	148362	1780347
	Statutory Contributions by Employer (D)		
9	Provident Fund	6930	83160
10	Gratuity	2778	33333
	Total C	9708	116493
	Cost To Company - CTC - (A + D)	165000	1980000
	Performance Linked Incentives (PA)		220000
	Cost To Company inclusive of PLI		2200000

You will be entitled to other Benefits including:

- Either ESIC (as applicable) OR Medclaim Insurance coverage for self and immediate family (as per Medclaim policy)
- Either ESIC (as applicable) OR Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules
- Various other benefits based on policy applicability (For eg: Leaves, Personal Financial Aid, Education Support, etc.

Performance Linked Incentive (if applicable) is paid as per company policy. **Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws.** Request you to bring the documents as per Annexure – B at the time of joining in order to complete your joining formalities.

Pradnya



Annexure - B

LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING:

1. Three passport size photographs (white background)
2. One set of photo copies of the following documents together with originals for our verification:
 - a. Proof of Age (mandatory) – For eg: Birth Certificate / SSC or equivalent Pre-college Certificate
 - b. Educational Certificates (mandatory)
 - i. University Certificate OR Convocation Certificate Proof of examination passed, including the name of the Institute and
 - ii. Marksheets, any other relevant document issued by the College / Institute, etc.
 - c. Employment Certificates (in case previous experience - mandatory).
 - i. Relieving Letter/Service Certificate
 - ii. Proof of last salary drawn with the previous employers (including the last employment).
 - iii. Performance Appraisal records/ratings/letter of last 3 years
 - d. Copy of Aadhar Card (mandatory)
 - e. Copy of PAN Card (if available)
 - f. Copy of Passport (if available)
 - g. Copy of Driving License (if available)
 - h. Copy of Cancelled Cheque

Reshina

