

20th March, 2019

To,
Ms. Riddhima Khamesra,
Tel No.8949358113

Dear Riddhima ,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Officer".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	21,500	2,58,000
House Rent Allowance	:	1,400	16,800
Additional HRA	:	3,000	36,000
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	500	6,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000	24,000
Total Rs: Five Lakh Sixteen Thousand Only pa.	:	43,000	5,16,000

Regards,
Jaro Education

Sushant Mallya
Sr.Manager – Human Resource

I agree to the above and attached terms & conditions _____Dated_____