

## OFFER LETTER

Date: 05-03-2021

Name: KOTIKALAPUDI NAGA LALITHA

College: DNR College

Dear KOTIKALAPUDI NAGA LALITHA ,

Sub: Selection as GET - Regarding

Based on your performance in our evaluation, we are pleased to inform you that you have been provisionally selected by RAMTECH , (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 RAMTECH

The sponsored training program is expected to commence from 16<sup>th</sup> August 2021. 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 OL in the footer column and send the same to us. Send along with signed OL, self-attested photocopies of all your marks sheets starting from 10thclass.
- 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. 10000/-** 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 1,80,000** per annum. The breakdown of your CTC is presented in Annexure -A.
- The training program is offered to you as a trainee on temporary employment status, however, all the other terms and conditions of employment remain the same as mentioned in the offerletter.
- 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 employment, 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.

K. Naga Lalitha  
Signature:

12-2-21  
Date:

# RAMTECH

You are requested to consent your acceptance to this OL 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 OL, 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 OL 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 RAMTECH

  
Authorized Signature  
Pavani Sripada  
Senior Manager – TA

Received the Original Letter of Intent:	Name: <i>k. naga Lalitha</i>	Signature <i>k. naga Lalitha</i>
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I willingly accept the terms and conditions of this OL and give my consent to join the sponsored training program commencing in 16<sup>th</sup> August 2021 after completing the joining formalities.

*k. naga Lalitha*  
Signature:

*12-2-21*  
Date:

3rd Floor, Usha Kiran, 1-8-167 To 179/2, 141, Sarojini Devi Road, Sarojini Devi Road,  
Secunderabad, 500003, 040 2781 7732

  
PRINCIPAL  
D.N.R. COLLEGE  
BHIMAVARAM