



11th May, 2024

PROBATION OFFER LETTER

Dear Payal Sharma,

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.

Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

Please find the details of your joining below:

1. **Date of Joining:** 13-06-2024
2. **Designation:** Business Development Associate.
3. **Location:** Gurgaon
4. **Compensation Offered:** Fixed CTC - INR 4,00,000/- plus a variable CTC of INR 2,50,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives up to INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be job training (OJT) which will be unpaid. Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :

You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :

Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance to the offer, you are required to:

- Respond via email to lisha.hr@corizo.co.in to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring

(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,

(ii) four (4) self-photographs of passport size (with white background),

(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.

(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or Aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <lisha.hr@corizo.co.in> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :