

Letter of Intent/Appointment Offer

Dear **Ragalla Sairam**,

Date: 18 Dec 2020

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Service Engineer** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **27 Nov 2020**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be INR **26568.00** and **318816.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Hyderabad**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

For **TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



Rituparna Chakraborty
(Authorized Signatory)

Signature and date:

Name:

