June 29th, 2022

Mr. Mukesh Agrawal,
Bal Mandir Colony,
Singhal Bhawan, 84, Sawai Madhopur,
Sawaimadhopur,
Rajasthan – 302015.

TRIGYN
technologies

Sub: Letter of Offer

Dear Mukesh,

We are pleased to offer you employment in our Company as **"Sr Executive - Service Desk"** at **Grade 25.**

Your gross remuneration (CTC) per annum will be Rs. **2,76,000/-** (Two Lakhs and Seventy Six Thousand only) The details of which are given to you in the **Annexure 1.**

You will be initially on probation for a period of six months from the date of joining. Thereafter, you will be confirmed as permanent employee of the company based on your performance. You are required to join us on or before **1st July 2022.**

A detailed appointment letter containing the terms and conditions of employment, which were discussed during your interview with us, will be issued to you within three days after you join our Company, subject to the completion of all your joining formalities.

Please refer the Annexure 2, for the list of documents to be submitted on **1st July 2022.**

This offer is valid only if you join on or before 1st July 2022 and is subject to successful verification of all your credentials and background verifications as may be applicable.

Welcome to Trigyn.
Yours truly,
For **Trigyn Technologies Limited**

Vijay Holalkere
Vice President
Head Talent and Resource Management (India)

Accepted By

MUKESH Agrawal

Mukesh Agrawal

Annexure 1

	COMPENSATION HEADS		
NAME	**Mukesh Agrawal**	EMP NO.:	
Grade:	**25**		
	TOTAL COMPENSATION:	**276000**	
	Basic Salary Range	35 % to 50%	HRA Range 40% to 50%
	Miniumum	96,600	38,640
	Maximum	1,38,000	48,300
S.No.	**HEAD**	**Value opted**	
		per annum	
1	Basic Salary	**96,600**	8,050
2	Dearness Allowance (DA)	9,000	750
3	Provident Fund (PF) @12% of Basic + DA	21,600	
4	Gratuity @1.25% of Basic + DA	1,320	
5	HRA	38,640	3,220
6	Conveyance Allowance	19,200	1,600
Personal Options:			
7	Mobile Reimbursement		
8	Leave Travel Assistance for self & family		
9	Petrol Reimbursement (applicable for 2/4 wheelers)		
10	Child Education (Rs.100/- PM - Max 2 Child)		
11	Meal Voucher		
12	Gift Voucher		
13	Other Allowances - Monthly	76,578	6,382
	TOTAL NOT TO EXCEED	**2,62,938**	**20,002**
14	Statutory Bonus	**13062**	
	TOTAL CTC	2,76,000	
	Monthly Take Home before Tax		**17,652**

Yours truly,

For **Trigyn Technologies Limited**

Vijay Holalkere
Vice President
Head Talent and Resource Management (India)

Accepted By

MUKESH Agrawal

Mukesh Agrawal

Annexure 2

Please upload Scanned Copies Of The Below Mentioned Documents on our HRMS And Carry The Originals For Verification On The Day Of Joining.

1	Certificates with Mark Sheets (SSC, HSC, Degree/Diploma, PG)
2	Additional Qualifications (If any)
3	Resignation letter from the last Company duly accepted by the employer.
4	Experience and relieving letters from all the previous employers.
5	Salary slips for last three months
6	PAN card & Aadhar card
7	Passport size Photographs – 2
8	Passport
9	Driving License
10	Provident Fund (UAN), Family Pension Fund membership Numbers with the Previous Employers (If any)
11	Current & Permanent Address proof

*Please note that the Company takes a very serious view if any of the foregoing information is suppressed or falsified. In such event the Company reserves the right to terminate your employment immediately and without notice on the grounds of fraud without prejudice to its other rights and remedies.