

OFFER LETTER

A/IKIV/HR/OL/1.1459

Date: **23-May-2024**
Pune

LAKHE SHWETA

Atidiv (India) Private Limited ["Atidiv"] would like to congratulate you on successfully completing interview process.

We are pleased to offer you the position as a **Online Business Analyst** at **Atidiv**. Your position shall be based in **Pune** with a date of joining of **27-May-2024**.

You will be paid a compensation of INR total CTC per annum **2,94,050/-** (which includes Annual Fixed CTC, Accidental & Health Insurance and Performance Bonus/ Process Incentives)

Please sign and return the duplicate copy of this letter as a token of acceptance before **24-May-2024**.

This letter will memorialize the terms of your employment by Atidiv. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law and relevant company policies. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if requested by us.

We look forward to your joining and helping us grow the Company's business!

Documents Required

To make the on boarding process smooth, kindly bring one copy of the below mentioned documents on the date of joining.

- PAN Card Copy
- Aadhar Card Copy
- Permanent Address Proof
- Current Address Proof
- Mark sheet and pass certificate/degree of all qualifications (*including and not limited to SSC, HSC, Graduation, Post-graduation, Diplomas, Certifications, specialized professional courses*)
- Last company's Offer Letter/Appointment Letter copy - *If applicable*
- 3 photographs

(This offer is subjected to successful verification of documents submitted by you)

You are requested to inform your Talent Acquisition Partner well in advance in case you are unable to provide any of the mentioned documents on joining day. In the absence of any above-mentioned documents we will not be able to complete your joining.

Congratulations and we are excited to have you on board. We look forward to work together with you at Atidiv.

Thanks,
Talent Acquisition Team
Atidiv (India) Private Limited

Atidiv (India) Private Limited

(Formerly Loft Quality Process Delivery Center India Private Limited)

CEREBRUM IT PARK, 2nd floor, EFC, above SBI Bank, B1 Building, Kalyani Nagar, Pune, Maharashtra 411014

CIN: U74999PN2013PTC147624 | Tel: 020 - 67486141 | Email: contact@atidiv.com

www.atidiv.com

Salary Structure

Particulars	Monthly	Yearly
Basic	7468	89620
HRA	3734	44810
Children Education Allowance	200	2400
Mobile Re-imbursement	0	0
Meal Allowance	0	0
Leave Travel Allowance Reimbursement	0	0
Performance Allowance	4369	52427
Gross Total	15771	189257
EPFO	1445	17334
ESIC	513	6151
Gratuity **	359	4311
Statutory Bonus ***	583	6997
Fixed CTC	18671	224050
Accidental & Health Insurance	333	4000
Process Incentives ****	5500	66000
Total Variables	5833	70000
Total CTC	24504	294050

****Subject to Provision of Gratuity Act**

*****Subject to Payment of Bonus Act/Code of Wages, 2019**

****** Process Incentives: Is paid monthly basis your performance and the adherence to organization behavior and the amount is determined as per the process you are part of.**

Kindly note that during your probation period (180 days from the DOJ), you are eligible to earn a maximum incentive of INR 2,000 per month. Upon confirmation, your potential monthly incentive can increase up to INR 5,500, subject to your performance and achievement of key performance indicators (KPIs)

Please note: Each year variable benefits will depend on individual performance and company performance and it will be subjected to company discretion.

Additional Allowance: Shift Allowance (Max): You will be eligible for an additional evening shift allowance of INR 1,500 and night shift allowance of INR 3,000/- based on your process requirement (prorated on number of days you are present in allocated shift)

Authorized Signatory:



Nitasha Dusi
Senior Director - HR




Principal
Tuljaram Chaturchand College
Baramati