



October 10, 2023

To,
Ms. Prachi Ashish Bendale
265/31, Kannamwar Nagar-2,
Near Vikhroli Police Station, Vikhroli East
Mumbai, Maharashtra- 400 083.

Sub: Letter of Intent

Dear Prachi,

In reference to your application for suitable employment in our organization, and the subsequent round of tests/interviews you had with us. We are very pleased to offer you the position of 'Lead Instructional Designer' in our organization at an Annual Compensation of ₹ 18,00,000/-.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of Election Card/PAN Card)
- Proof of Address (Current and Permanent both) - Photocopy of passport/Ration Card/Driving License/Lease Agreement)
- All Educational certificates (School & College).
- All Professional certificates/relevant documents.
- Last drawn salary slips from the previous organization.
- Clearance/No Dues Certificate / Resignation Acceptance Letter from the previous employer, if applicable.
- Latest Form 16 (if you are an IT assessed)
- Four passport-size photographs (with white background ONLY)

Kindly produce your original documents at the time of joining for verification purposes. You are required to join us on **Monday, December 18, 2023**. Your formal appointment letter shall be given to you after the completion of your joining formalities, and you will be working for our Pune office location (WFH). However, you need to report to the office based on office requirements.

Look forward to a long & meaningful association with you.

Thanking you,

For Aptara New Media Pvt. Ltd.

Yuvraj Kololagi
Yuvraj Kololagi (Oct 10, 2023 21:08 GMT+5.5)

Yuvraj Kololagi
General Manager - Human Resources

Prachi Bendale
Prachi Bendale (Oct 13, 2023 11:54 GMT+5.5)

Accepted By:
Prachi Ashish Bendale

Aptara New Media Private Limited (SEZ Unit)
Reg. Office: 0-100, 1st Floor, Sector 12, Noida, U.P. 201 301 | India
Works: SEZ Building - 4A, 1st Floor, The Manjri Stud Farms Pvt. Ltd, SP Infocity, S. No. 209,
Pune Saswad Road, Next to Satypuram Society, Phursungi, Pune, MH - 412 308 | India
CIN No. U74900UP2010PTC041146 | Phone: 020 - 6672 8000 | Email: HR.Pune@aptaracorp.com

www.aptaracorp.com

APTARA

Name: Prachi Ashish Bendale
Designation: Lead Instructional Designer
Grade: Implementer
DOJ: December 18, 2023

Fix Components	Per Month (₹)	Per Annum (₹)
Basic Pay	57,671	692,052
HRA	34,603	415,236
Supplementary Allowance	43,703	524,436
Sub Total: A	135,977	1,631,724
Books & Periodicals	6,000	72,000
Food Coupons	2,200	26,400
Sub Total: B	8,200	98,400
Employer's PF Contribution	1,800	21,600
Gratuity	2,774	33,288
Mediclaime	1,123	13,476
Personal Accident-GPA	120	1,440
Employer's LWF Contribution	6	72
Sub Total : C	5,823	69,876
Cost To Company (A+B)	150,000	18,00,000

Note: Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972

Kindly provide your acceptance of the offer letter within 3 working days, if you fail to do so the offer of employment will automatically be cancelled. Also, submit a copy of the resignation in your latest organization and acceptance of the same within 4 working days of the offer letter dated.

For Aptara New Media Pvt. Ltd.

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