

June 2, 2021

Jeslita Rodrigues

A.J Institute of Engineering & Technology
Mangaluru

Dear Jeslita Rodrigues,

Employment Offer Letter

It is my pleasure to offer you the position of Content Data Analyst, with ServiceNow Software Development India Private Limited, on the conditions set out below.

You will be based at The Fairway, 6th Floor, Survey No 10/1, 11/2, Challaghatta, Next to Embassy Golf Links, and 12/2B, Domlur, Bangalore 560071, India. Your manager and place of work may change from time to time depending on the needs of the organization and its ability to adapt to market conditions.

This letter summarizes some of the headline points but the full details of your employment are documented in the letter of appointment. Your start date has been tentatively scheduled for July 1, 2021. This offer letter should be read in conjunction with the Employment Contract.

Your annual base salary (total fixed compensation) will be INR 5,40,000 per annum, paid in monthly installments into your bank in arrears on the last working day of each month or on such other date within such month as may otherwise be notified by the Company. The Company shall make such deductions from your remuneration as shall be required by law. The detailed breakup of the Cost to Company is annexed to this Offer Letter as an Annexure.


You will be eligible to participate in the Quarterly Corporate Incentive Bonus Plan and your annual incentive bonus target of INR 30,000 which is 15% of your base salary, is payable based upon Company and individual performance. Your eligibility and compensation under this Bonus Plan will be governed under the terms of the Bonus Plan and applicable Company policy, as established from time to time. The payment of any bonus (if any) and its amount shall be at the absolute discretion of the Company. Participants must be actively employed by the Company on the last day of quarter to be eligible to receive a bonus payment. The Company reserves the right to review, amend or replace the Bonus Plan at any time. All eligible employees will be notified of such amendment. You shall be on a probationary period for the first 6 (six) months of employment and during this time your termination notice shall be two (2) weeks on either side. During the probationary period, the Company may terminate your services by paying you two (2) weeks' salary in lieu of notice. Thereafter, your notice period shall increase to one (1) month. After the probationary period, the Company may terminate your services by paying you one (1) month's salary in lieu of notice.

I very much hope that you will accept this offer of employment.


We greatly look forward to you joining the ServiceNow team and feel confident you can look forward to a rewarding career with the company!

Yours sincerely,

For ServiceNow Software Development India Pvt. Ltd.


Illango A.P.
Director, India HR




Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006