

April 27, 2023

Ms. Ramya M R
ramyamr9008@gmail.com
Candidate Id: CN20231090

Dear Ramya M R,

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division**.

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **June 12, 2023**. Your base location will be **Coimbatore**.

The period from your joining date to your course completion will be treated as an internship. During this period, you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowance up to **Rs.1500/-** and rent allowance of **Rs. 2,500/-** (Incase if you are not a permanent resident of **Coimbatore**). Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.



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