

To,  
Mr. Kota Harshita  
#23/D, Diesel Loco Shed, DLS Kancharapalem  
Visakhapatnam (Urban), Andhra Pradesh - 530008

**Subject: Letter of Offer**

Dear Kota Harshita,

This refers to the discussion that we have had regarding your employment with us. We are pleased to offer you an opportunity to be associated with our company as **Executive - Telecalling**

The other terms and conditions of appointment are as below:

- 1) You will be paid salary as per the Annexure 1. The salary and the components thereof have been worked out on the basis of cost to the Company.
- 2) This offer is contingent upon your joining the services of the Company on or before **12 Dec 22**
- 3) You shall be initially on probation for a period of 6 months and your confirmation thereafter will depend on your performance during the probationary period. You shall continue to be on probation until and unless your services are confirmed in writing.
- 4) Your services can be terminated by giving three months' notice from either side.
- 5) You will be initially posted at our **Visakhapatnam office**. However, your services are liable to be transferred to the different locations set up or which will be set up hereafter by the Company. You may also be transferred to Sister, associate or Group companies as per the business requirements of the company.
- 6) The age of retirement in the company is 60 years and you will retire from the service accordingly.
- 7) At the time of reporting, you are required to produce the list of documents mentioned in Annexure 2 and complete the required joining formalities.
- 8) The letter of appointment shall be issued to you on your joining the services of the Company.
- 9) Before your appointment and during the term of your employment with the company, you voluntarily agree for the company to conduct a back ground check on you.
- 10) If at any time during your employment, it is known that you have suppressed any material facts or relevant information required to be disclosed by you, company reserve the right to forthwith terminate your employment without notice and without any obligation to pay any remuneration or other dues to you irrespective of the period that you have been employed by the company.
- 11) If the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter and return to us.

Thanking you,

for **ACT Digital Entertainment Private Limited**



Authorized Signatory

**ACT Digital Entertainment Private Limited**

An ACT Group Company

Branch Office: #59A-2/1-7B, (59A-1-4), LEPL Icon Mall, NH-16, 2nd Floor, Patamata, Ring Road, Vijayawada, Krishna Dist-520008, Ph: 08662491460  
Registered Office: Trade Center, 4<sup>th</sup> Floor, No.29/4, Race Course Road, Bangalore-560001, Karnataka.

CIN: U32109KA2008PTC047065

### Annexure 1

Components	Monthly	Annual
Basic	7500	90000
Advance Statutory Bonus	1500	18000
Special Allowance	4171	50052
<b>Gross</b>	<b>13171</b>	<b>158052</b>
PF - Employer Contribution	1401	16812
ESI - Employer Contribution	428	5136
<b>Total CTC</b>	<b>15000</b>	<b>180000</b>

\*All components are subject to the applicable taxation norms for the Financial Year

### Annexure 2

List of Documents required on your date of joining:

- Proof of Date of Birth
- Copy of Educational Certificates
- Copy of PAN Card
- Copy of Address Proof
- Copy of Aadhar Card
- Previous Employments Details (service certificate and relieving letter etc.)
- Last Pay Slip
- Passport sized photographs (3 numbers)

### Endorsement

I have gone through the letter of offer and have read and understood the terms and mentioned herein. I agree to abide by the same and I further agree to join your organization on \_\_\_\_\_.

Signature of Candidate:

Date:

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