

Date: 15-Jan-2021

Mr./Ms. Abhisek Dev Sarma
Jaipuria Institute of Management, Noida

Dear Abhisek,

Sub: Letter of Intent - Management Trainee (MT)

We are pleased to offer you an appointment **Management Trainee – Marriage Services** in our company effective **January 18, 2021**. This offer of employment is further to the campus interview you had with Matrimony representatives. We are excited about the potential that you will bring to our organization.

Your annual cost to company will be Rs. **5,00,000 PA**. This is inclusive of annual sales incentive of Rs. 1,00,000. The quantum of monthly sales incentive for the current FY is Rs 8,333 per month which is Rs 1,00,000 for the full year. This would be paid out monthly on achieving the agreed sales targets. The breakup is attached in Annexure A.

A detailed letter of appointment will be issued to you on your date of joining post completing the joining formalities. You will be required to abide by the Matrimony HR Policies, the Code of Conduct, and other policies and regulations as may be in force from time to time.

Please note that your appointment is subject to successful passing of your post-graduation degree, satisfactory validation of your credentials and background verification. You are requested to carry all the originals for verification and submit copies of the following documents on your joining date

- Education Certificates (X, XII, Degree/ Diploma Certificates, PG)
- Resignation Acceptance / Relieving letter from your current employer
- Salary Certificate / Pay slips from your current employer
- Experience letters from your previous employers
- Four passport size and two stamp size photographs
- Minimum 2 Identity and address proof (PAN Card / Passport copy / Voter ID / Driving License)

Please confirm your acceptance by signing and returning a copy of this letter as a token of your acceptance no later than **January 16, 2021**. We look forward to you joining matrimony and wish you every success in career with us.

Yours Sincerely



Rajesh Balaji
Sr. Vice President - HR

matrimony.com Ltd

(CIN: U63090TN2001PLC047432)

Corporate & Registered Office: - No:94, TVH Belicia Towers, 5th Floor, Tower 2, MRC Nagar, RA Puram Chennai - 600 028

Annexure A: COMPENSATION STRUCTURE

Salary Structure		
Name	Abhisek Dev Sarma	
Location	Mumbai	
Designation	Management Trainee – Marriage Services	
DOJ	January 18 th 2021	
Particulars	Monthly Rs	Annual Rs
Basic	16897	202764
HRA	8449	101388
Special Allowance	3975	47704
Statutory Bonus	1400	16800
Gross Pay (A)	30721	368656
Retirals		
PF Employer	1800	21600
ESI	0	0
Gratuity	812	9744
Total Retirals (B)	2612	31344
Total Fixed Salary (C) = (A) + (B)	33333	400000
Variable Components		
Variable Performance Pay (D)		
**Sales Incentive	8333	100000
Cost To Company (C) + (D)	41667	500000
Gross	30721	368656
Employee PF	1800	21600
Employee ESI	0	0
*Net salary	28921	347056
* Net Pay and Salary Break-up is subject to Change as per Statutory Changes		
# Payment of Gratuity will be in accordance with Statutory Acts and norms		
**Sales Incentive will be paid on monthly based on individual achieving agreed sales target		
*** Retention Bonus INR 4,00,000 (Will be paid after two years)		

I accept the above-mentioned employment offer and acknowledge receiving a copy of the same.

Signature_____

Name_____

Date_____

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