

LETTER OF INTENT FOR EMPLOYMENT
(STRICTLY CONFIDENTIAL)


Ref No: _____ Date: 23/04/2024
Name: REICHA. I. R
Address: TUMKUR
City: TUMKUR
Dear REICHA. I. R

We are pleased to express our interest in considering you for the position of **Sales Trainee** at Grihum Housing Finance Limited ("Grihum" or the "Company"), following your recent participation in our recruitment process. This letter of Intent (LOI) is intended to outline the proposed terms of employment and the next steps in the recruitment process, subject to your acceptance, our further assessment and subject to the terms outlined herein and completion of certain pre-employment checks.

1. **Proposed Employment Terms**
Attached as Annexure, you will find a detailed breakdown of the proposed remuneration package, including but not limited to basic salary, allowances, and other benefits that constitute the Total Compensation (TC).
2. **Conditions & Pre-requisite Checks**
Your consideration for this position is contingent upon submission & verification for all the requirements. Failure on any of the clause may lead to revocation of LOI, Offer or termination of employment.
 - a) Employment Application Form (EAF) along with all declarations and documents within 4 hours
 - b) Successful completion of Know Your Customer (KYC), CIBIL and other mandatory checks
 - c) Medical fitment certificate as prescribed by the organisation 7 days prior to joining
 - d) Submission of passing certificate on completion of ongoing course within 6 months of the date of joining the organisation.
3. **Binding Nature of Acceptance**
By accepting this LOI, the organisation shall issue the offer of appointment and you shall be free to refrain from seeking any other job opportunity through campus and you would be out of campus recruitment process for any future opportunities.
4. **Confidentiality**
This LOI and the terms herein are confidential. You are required not to disclose any information regarding the LOI to any third parties without the express written consent of Grihum Housing Finance Limited. You may disclose the same with your immediate family members and campus placement committee/officer only.
5. **Acceptance**
Please indicate your acceptance of this LOI by signing and returning a copy of this letter of intent after which we will proceed with the necessary pre-employment checks.
6. For all future communications, you are requested to coordinate with Ms. Pooja Joshi (Human Resource) at pooja.joshi@grihumhousing.com

We look forward to the prospect of you joining our team and your positive response.

For, Grihum Housing Finance Limited



Anurag Pandit
Lead- Talent Acquisition
Human Resource Department

ANNEXURE
COMPENSATION STRUCTURE

Pay Components	Monthly	Annually
Basic	10,000	1,20,000
Special Allowance	7,719	92,628
House Rent Allowance	5,000	60,000
Employer PF	1,800	21,600
Gratuity	481	5,772
Total Fixed CTC	25,000	3,00,000
Mobile And Conveyance	2,500	30,000
Monthly Variable	10,000	1,20,000
Total Variable	12,500	1,50,000
Total CTC	37,500	4,50,000

- * Gratuity is payable as per the Gratuity act
- ** Monthly variable is an indicative number and actual variable is payable basis the satisfactory completion of applicable incentive scheme
- # You shall be eligible to participate in the employee insurance policies offered by the organization

For, Grihum Housing Finance Limited



Anurag Pandit
Lead- Talent Acquisition
Human Resource Department

Acknowledgment and Acceptance by Recipient

I, Rekha K. R., daughter/son of Rajanna
permanent account number 60CTPR7521A and Aadhar number 480404859313
acknowledge and agree to the terms outlined in this Letter of Intent (LOI). I understand and
successful completion of documentation, employment checks and that the Company rests
on the outcomes of these checks. I commit to providing accurate information and to adhere
as outlined above.

Rekha K. R.
Signature

Recipient Name:

Date:

Grihum Housing Finance Limited

(Formerly, Poonawalla Housing Finance Limited)

CIN: U65922PN2004PLC208751 | ☎ 020-67808091 | ✉ info@grihumhousing.com

Registered Office: 602, 6th Floor, Zero One IT Park, Survey No. 79/1, Ghorpadi, Mundhwa Road, Pune - 411 004