

LETTER OF INTENT FOR EMPLOYMENT
(STRICTLY CONFIDENTIAL)

Ref No:

Date: 23/04/2024

Name : Manoj Patel M
Address: Jayanagar 1st Main Road Cross,
Tumkur, Karnataka - 592102
City : Tumkur, KA.

Dear Manoj Patel,

We are pleased to express our interest in considering you for the position of **Sales Trainee - All India** 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 the completion of pre-employment checks.

1. Proposed Employment Terms

Attached as **Annexure**, you will find a detailed breakdown of the proposed remuneration package, which is not limited to basic salary, allowances, and other benefits that constitute the Total Cost to Company.

2. Conditions & Pre-requisite Checks

Your consideration for this position is contingent upon submission & verification following the terms and conditions of any of the clause may lead to revocation of LOI, Offer or termination of employment as the case may be.

- Employment Application Form (EAF) along with all declarations and documentation within 7 days.
- Successful completion of Know Your Customer (KYC), CIBIL and other mandatory checks.
- Medical fitment certificate as prescribed by the organisation 7 days prior to joining the organisation.
- Submission of passing certificate on completion of ongoing course within 6 months of joining the organisation.

3. Binding Nature of Acceptance

By accepting this LOI, the organisation shall issue the offer of appointment and you hereby agree to not seek or accept any other job opportunity through campus and you would be out of campus placement process for future opportunities.

4. Confidentiality

This LOI and the terms herein are confidential. You are required not to disclose any information contained herein to any third parties without the express written consent of Grihum Housing Finance Limited. This obligation shall extend to your immediate family members and campus placement committee/office.

5. Acceptance

Please indicate your acceptance of this LOI by signing and returning a copy of this document to the HR Department, along with the necessary pre-employment checks.

- 6.** For all future communications, you are requested to coordinate with Ms. Pooja Joshi (HR) 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

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 - 411036

**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 performance and the applicable incentive scheme
 # You shall be eligible to participate in the employee insurance policies offered by the organisation

For, Grihum Housing Finance Limited



Anurag Pandit
 Lead- Talent Acquisition
 Human Resource Department

Acknowledgment and Acceptance by Recipient

I, _____, daughter/son of _____, holding my permanent account number _____ and Aadhar number _____, hereby acknowledge and agree to the terms outlined in this Letter of Intent (LOI). I understand that this offer is contingent upon successful completion of documentation, employment checks and that the Company reserves the right to revoke the offer based on the outcomes of these checks. I commit to providing accurate information and to adhering to the policies of the Company as outlined above.

Signature

Recipient Name: _____
 Date: _____