



29 Dec 2022

Hyderabad

Letter of Intent

Dear Ganesh Reddy Chatla,

It was a pleasure interacting with you during our interview process and we believe that you would make a great asset to Keka. We are pleased to issue this offer at Keka for the role of **Intern - Quality Analyst**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best of you.

We are looking forward to working with you at the earliest.

1. Your date of joining would be **04 Jan, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.
2. You will be working in our office, based out of **Hyderabad**. Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. During the **8 months internship** duration, you will receive a monthly stipend of **INR 20000**.
4. During this period, you will go through continuous training and assessment. You are required to maintain standards of performance & uphold the company's values at all times.
5. On successful completion of the internship after 8 months, you will be appraised of your performance and salary will be revised to **INR 8 Lakhs per annum** based on your performance during the internship. Post conversion as a full-time employee, you will be required to sign an **Employment Service Agreement of 18 months**.
6. Your **8 months** of internship period also includes your **training and probation period**. During the training and probation period (The company or you) can initiate termination by giving a written notice, with a notice period of **15 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.
7. You shall be eligible for any promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training and probation period**. You will be entitled to leave and holidays per the company's policy.
8. Please confirm your acceptance of the offer by responding to us with a duly signed and acknowledged copy, within 24 hrs.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

-- Confidential --