

Date: 12/3/24

Location: Bangalore

Letter of Intent

Dear Y. Gauthami Pooja

We are pleased to inform that you have been shortlisted for a fixed term employment at Quess Staffing and would be deputed at our Client premise at Amazon as Company for a fixed term on the following terms and conditions:

1. Your tentative date of joining will be: 20-03-2024
2. The Annual CTC offered to you will be upto INR 20 LPA, details of your salary break up with components will be given after your joining. Your deputation at any location will be subjected for changes as per the project and requirement.
3. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period

In addition to the points mentioned above, upon joining which is subject to satisfactory and positive clearance of background verification check you would be governed by the standard employment rules of Quess (Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules as defined in the Fixed Term Employment Contract and you are required to read both of them in conjunction.

The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best!!!

With warm regards,

For Quess Staffing.



Tej Hans Raj Singh
COO -Operations | Staffing

I hereby accept the above mentioned terms and conditions.

Name: M NAGESH BABU Signature: Ganesh Date: _____