Date

Eagyalakstown. & : 15-4-2023

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15/4/2023

Dear Ms.

MSananya 8807374906

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter

- You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.
   You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.
   You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.
   During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.
   You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

<b>Salary Contributors</b>	Value
GROSS	13502
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1910
ESI @ 3.25% (Employer Contribution)	48 r
CTC / Month	18,500
CTC / Annum	2,22,81

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business

Yours Truly For VELAVAN SERVICES,

Manager - HR & Admin Velavan Group of Compa

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the

600048

offer of employment. Signature : M sananya Date : 15/4/2023

> No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

VELAVAN SERVICES

**Facility Management Services** 

Letter of Intent

Date: 5 4 2023

Dear Ms.

B. Mahalakshmi

637988233A Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

### Appoint...Services)

### VELAVAN SERVICES

**Facility Management Services** 



Dear Ms. T. Shaktli Shore

Letter of Intent

Date: 15/04/2023

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

- The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

  1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

  2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

  3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

  4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

  5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13.582
ALLOWANCES (Attendance, Perform.)	2.550
PF @ 13% Employer Contribution	1.950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18.570
CTC / Annum	222394

Please sign the copy of this letter as a token of your acceptance and return the same immediately We look forward to working together to build a successful business,

Yours Truly, For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Companies



I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment. Shaftle Shake

Date

: 15-04-2023

No. 1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15/ 04/ 2023

Dear Ms.

Lubra Talat. G 9994449416

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter







**Facility Management Services** 



Letter of Intent

Date: 5/04/2023

Dear Ms. BLAKKILA. M

9566929512

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

- 1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

  2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

  3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

  4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

  5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

<b>Salary Contributors</b>	Value
GROSS	13562
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,570
CTC / Annum	2,22,80

Please sign the copy of this letter as a token of your acceptance and return the same immediately We look forward to working together to build a successful business

CHENNA

600048

Yours Truly,

For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Companies

& Conditions attached along with and I am pleased to accept the I have read & understood the Terms offer of employment.

Date

:15/4/23

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15 / 64/ 2023

Dear Ms. KALATVANT V

9994164337

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

- including salary and shift details are below:

  1. You should strictly follow all safety norms of client organization. You are not entitled to enter
  - into places other than your actual work spot assigned to you by your superiors.

    You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

    You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment

### Appoint...Services)

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15/04/2023

Dear Ms. K. Ramya

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

- The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

  1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

  2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

  3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

  4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

  5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

  - 5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13.582
ALLOWANCES (Attendance, Perform.)	2.550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18.570
CTC / Annum	222.840

Please sign the copy of this letter as a token of your acceptance and return the same immediately We look forward to working together to build a successful business.

NSE

Yours Truly, For VELAVAN SERVICES,

600048 Manager – HR & Admin Velavan Group of Companies

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the I have read a unaction offer of employment.

15/04/2083

184

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048.

### VELAVAN SERVICES

**Facility Management Services** 





Letter of Intent

Date: 15/ 04/ 2023

Dear Ms. MONIKO - M

9361658977

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter

**Facility Management Services** 



Letter of Intent

Date: 5/4/2023

Dear Ms. Stephy thresa. T

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your pastignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13.582
ALLOWANCES (Attendance, Perform.)	2886
PF @ 13% Employer Contribution	1980
ESI @ 3.25% (Employer Contribution	488
CTC / Month	18820
CTC / Annum	222.80

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

Yours Truly, For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Companies

CHENNA 600048

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment.

Signature : Item 1

: 15 4/2023

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

## VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Dear Ms. UMAMAHESWARTK.

Date: 15/04/2023

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur

The Terms & Conditions of the employment which contains the detailed terms and conditions

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service. misconduct and will lead you to disciplinary action including termination of your service.

**Facility Management Services** 



Letter of Intent

Date: 15/64/2023

Dear Ms. KALAIVANI Y

9994164337

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

- The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

  1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

  2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

  3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful
  - carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.
  - You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13582,
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,570
CTC / Annum	2,22,84

Please sign the copy of this letter as a token of your acceptance and return the same immediately We look forward to working together to build a successful business

600048

Yours Truly,
For VELAVAN SERVICES,

CHENNAL Manager – HR & Admin Velavan Group of Compan

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment.
Signature : Falai 1 1 1 2023
Date : 15 | 0.4 | 2023

No. 1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 5/04/ 2023

Dear Ms. Palyanka, K 9344728470

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

- The Terms & Conditions of the employment which contains the detailed tens are detailed tens and obtained including salary and shift details are below:
  You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.
  You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.
  You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment

No.1/175, 6th Street, Shanmuga Nagar, Manniyakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 5/ 4/ 2023

B. Mahalakshmi

637988233A Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

- including salary and shift details are below:

  1. You should strictly follow all safety norms of client organization. You are not entitled to enter

  - You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.
     You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.
     You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.
     During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.
     You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13282
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,570
CTC / Annum	2,22,8

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business

Yours Truly.

For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Compan

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment.

Signature

B. Malalaicshmi

JAN SE

CHENNA 600048

Date

15/4/2003

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanscrvices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15 / 04/ 2023

Dear Ms. THILOTHAMMA . K P.NO: 9952111809

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

Facility Management Services



Letter of Intent

Date: 15 / 04/ 2023

Dear Ms. T. Shannuga priya 6379774208

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the dutles of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13582
ALLOWANCES (Attendance, Perform.)	2156
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18-5-40
CTC / Annum	2,22,840

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

600048

Yours Truly, For VELAVAN SERVICES, 6

Manager - HR & Admin Velavan Group of Companie

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment.
Signature : Tshamuqapniya

Date

15/04/2023

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

## VELAVAN SERVICES

Facility Management Services



Letter of Intent

Date: 5 / 04/ 2023

Dear Ms. D , SHALINI

9786493541

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

**Facility Management Services** 



Dear Ms.

Letter of Intent

Date: 1 2023

Sanjano sheethal B.

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

1. You should communicate any change of your proof you within two days, to enable the correspond with your and under statutors provided by you within two days, to enable the correspond with your and under statutors provided by you within two days, to enable

You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service. During the service period you will be pald the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

2550
Seco
2350
1950
488
19,570
2,22, 8

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

Yours Truly, For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Companies



I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment.

Signature Date

> No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Jeni Flora.D

Letter of Intent Date: 1 2023

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part for

Facility Management Services



Letter of Intent

Date: 15/04/2023

Jeovitha Gr

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment carry out such reasonable orders of the management will amount to insubordination and willful carry out such reasonable orders of the management will amount to insubordination and willful paid to relate the same will be subject to revision in case of any revision made by the appropriate authorities from the client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13%	1710
ESI @ 3.25% (Employer Contribution)	YRA
CTC /M	87570
	122, f

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

For VELAVAN SERVICES,

Manager - HR & Admin Velavan Group of Companies



I have read & understood the Terms & Conditions attached along with and I am pleased to accept the Signature. Signature

Date

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

## VELAVAN SERVICES

Facility Management Services



Dear Ms.

Letter of Intent

Date: 15/04/2023

Congratulations on being selected for a job with us!

Madhumitha

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the client organization, and the same shall be made effective accordingly.



# Appointmenet letters... Q



### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15/ 64/ 2023

Dear Ms. AYISHA. N

Panifet - 632509

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	Ced8
CTC / Month	18220
CTC / Annum	2,22,84

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

Yours Truly, For VELAVAN SERVICES,

Manager - HR & Admin Velavan Group of Companie

is a conditions attached along with and I am pleased to accept the

I have read & understood the Ter offer of employment Signature : Agista N

:15/04/2023

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com











Mobile

Thumbnail

Projection

View











# Appointmenet letters... Q



### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15/09/2023

Dear Ms.

DUBIKA - A

63856622300

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

- The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

  1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

  2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

  3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment.

  - You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.
     During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.
     You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

<b>Salary Contributors</b>	Value
GROSS	13,582
ALLOWANCES (Attendance, Perform.)	2,550
PF @ 13% Employer Contribution	1,920
ESI @ 3.25% (Employer Contribution)	HEE
CTC / Month	18,540
CTC / Annum	222,840

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business

> HENNA 600048

For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Companies

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment. Signature : A. Rubika

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15/44/2022











Mobile

Thumbnail

Projection

View

1. You should strictly follow all safety norms of client organization. You are not entitled to enter





You should communicate any change of your proof provided by you superiors. us to correspond with you and update statutory records.

You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and will full out to disciplinary action including termination of your service.

During the service period you will be paid the following wages, as applicable. However, the client organization, and the same shall be made effective accordingly.

You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	
ALLOWANCES (Attendance, Perform.)	2,550
PF @ 13% Employer Contribution	1,920
ESI @ 3.25% (Employer Contribution)	ACE
CTC / Month	A. W.M.
CTC / Annum	18,540 22640

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

CHENNA

60004R

Yours Truly, For VELAVAN SERVICES,

Manager - HR & Admin Velavan Group of Compani

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the Date

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

# VELAVAN SERVICES

Facility Management Services



Dear Ms.

Letter of Intent

Date: \_\_/ \_\_/ 2023

PREETHI K.S

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

Sunguvarcharam, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable you shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment carry out such reasonable orders of the management will amount to insubordination and willful and shiftly. Any refusal on your part to misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Value
21550
1,950
488
22,840

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

Yours Truly, For VELAVAN SERVICES,



Manager – HR & Admin

**Facility Management Services** 



Letter of Intent

Date: 15/04/2023

Dear Ms. S. Babitha

7395945961

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13,582
ALLOWANCES (Attendance, Perform.)	2,550
PF @ 13% Employer Contribution	1,950
ESI @ 3.25% (Employer Contribution)	4168
CTC / Month	18,570
CTC / Annum	2021840

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

Yours Truly, For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Companies



I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment. Signature :  $\beta$ . Bath a Date :  $1 < |o_4| 2023$ 

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048.

### VELAVAN SERVICES

**Facility Management Services** 



Dear Ms. Meenthana. OK

Letter of Intent

Date: 15 / 4 / 2023

7904652149 Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the

During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from

client organization, and the same shall be made effective accordingly.

**Facility Management Services** 



Letter of Intent

Date: 5/04/2023

Dear Ms. SHYAMALADEVI.M

9361143609

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable

You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.
 You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.
 During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.
 You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1900
ESI @ 3.25% (Employer Contribution)	yar
CTC / Month	18,570
CTC / Annum	2,22, 14

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

CHENNA

Yours Truly

For VELAVAN SERVICES

600048 EHR & Admin Velavan Group of Comp

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the

offer of employment. 8 Signature Date 15/4/2023

> No. 1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

14

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 15/ 04/ 2023

Dear Ms. NANDHINI V. 8680821949

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to

Dear Ms.

Letter of Intent

Date: \_\_/ \_\_/ 2023

PREETHI K.S

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable you should communicate any change astatutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment carry out such reasonable orders of the best of your skill and ability. Any refusal on your part to misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	
ALLOWANCES (Attendance, Perform.)	21550
PF @ 13% Employer Contribution	1,950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	
CIC/Annum	8,570 22,840

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

Yours Truly, For VELAVAN SERVICES,

Manager – HR & Admin Velavan Group of Companies



I have read & understood the Terms & Conditions attached along with and I am pleased to accept the freethi ko Date

No. 1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Dear Ms. K. Koorthana

Letter of Intent

Date: 15/04/2023

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur

The Terms & Conditions of the employment which contains the detailed terms and conditions

including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter

You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from

same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

<b>Salary Contributors</b>	Value
GROSS	13.582
ALLOWANCES (Attendance, Perform.)	2.550
PF @ 13% Employer Contribution	1956

**Facility Management Services** 



Letter of Intent

Date: 15/4/2023

BagyahakShmi R 9080836520

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter

You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.
 You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.
 You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.
 During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.
 You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

<b>Salary Contributors</b>	Value
GROSS	13582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,570
CTC / Annum	2,22,50

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

Yours Truly,
For VELAVAN SERVICES,

to an Manager - HR & Admin Velavan Group of Companie



I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment.

Signature: 

Signature

Date

15-4-2023

No. 1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 

Dear Ms.



Date: 15/4/2023

Letter of Intent

MSaranya 8807374906

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

into places other than your actual work spot assigned to you by your superiors.

You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

During the service period you will be paid the following wages, as applicable. However, the

### Appoint...Services)

https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 1 2023

M. TASEEN

9487268179

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions

- including salary and shift details are below:

  1. You should strictly follow all safety norms of client organization. You are not entitled to enter
  - into places other than your actual work spot assigned to you by your superiors.

    You should communicate any change of your proof provided by you within two days, to enable
  - us to correspond with you and update statutory records.

    You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful
  - misconduct and will lead you to disciplinary action including termination of your service.

    During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

    You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13,582
ALLOWANCES (Attendance, Perform.)	2,550
PF @ 13% Employer Contribution	1,950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,570
CTC / Annum	222.840

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business

Yours Truly, For VELAVAN SERVICES,

Lo Con Manager - HR & Admin

600048 Velavan Group of Compani

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the offer of employment.

Signature : M. I accu.

Signature

Date

No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Letter of Intent

Date: 2023

Dear Ms. SNEKA-H

9655695850

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot-essigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and undate statutors records.

**Facility Management Services** 



Letter of Intent

Date: 15/04/2023

Dear Ms. SWETHA.K

P.NO: 7695889237

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur.

The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.

2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.

3. You shall carry out instructions of your Superiors relating to the Performance of your duties from time to time, whether in writing or verbal and shall carry out the duties of your assignment honestly and with all diligence to the best of your skill and ability. Any refusal on your part to carry out such reasonable orders of the management will amount to insubordination and willful misconduct and will lead you to disciplinary action including termination of your service.

4. During the service period you will be paid the following wages, as applicable. However, the same will be subject to revision in case of any revision made by the appropriate authorities from client organization, and the same shall be made effective accordingly.

5. You will be covered for all eligible statutory levies like ESI, EPFO, Professional Tax...

Salary Contributors	Value
GROSS	13.582
ALLOWANCES (Attendance, Perform.)	2.550
PF @ 13% Employer Contribution	1.956
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18.570
CTC / Annum	222-840

Please sign the copy of this letter as a token of your acceptance and return the same immediately. We look forward to working together to build a successful business.

CHENNA 600048

Yours Truly For VELAVAN SERVICES,

Jes Er Manager - HR & Admin Velavan Group of Compani

I have read & understood the Terms & Conditions attached along with and I am pleased to accept the

offer of employment K. Ohnty Signature Date : 15/04/2023

> No.1/175, 6th Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048. https://velavanservices.com

### VELAVAN SERVICES

**Facility Management Services** 



Date: 15/QA/ 2023

J. Rekha 6374387806

Congratulations on being selected for a job with us!

As you have successfully cleared our interview process, we are pleased to inform you that we intend to offer you a job with Client Named Foxconn Honhai Mega Development India Pvt Ltd at Sunguvarchatram, Sriperumbudur,

Letter of Intent

The Terms & Conditions of the employment which contains the detailed terms and conditions

1. You should strictly follow all safety norms of client organization. You are not entitled to enter into places other than your actual work spot assigned to you by your superiors.
2. You should communicate any change of your proof provided by you within two days, to enable us to correspond with you and update statutory records.