

offer of employment.

Signature : *Sajyalakshmi*  
Date : 15/4/2023

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

**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 15/4/2023

Dear Ms.

*M. Saranya*  
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.
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	13500
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	480
CTC / Month	18500
CTC / Annum	2,22,000

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,

*[Signature]*  
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 : *M. Saranya*  
Date : 15/4/2023

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

**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 15/4/2023

Dear Ms.

*B. Mahalakshmi*  
6379882334

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.

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

## Appoint...Services)

**VELAVAN SERVICES**

Facility Management Services

Dear Ms. *T. Shakthi Shree***Letter of Intent**Date: *15/04/2023**9698365500*

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.

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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	222.920

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: *T. Shakthi Shree*Date: *15-04-2023*

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

**VELAVAN SERVICES**

Facility Management Services

**Letter of Intent**Date: *15/04/2023*

Dear Ms.

*Lubna Talat.G*  
*9994479416*

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:

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**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 15/04/2023

Dear Ms. BALAKRISHNA 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.

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Salary Contributors	Value
GROSS	13552
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,570
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.

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 : M. Subbaraj  
Date : 15/4/23

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

**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 15/04/2023

Dear Ms. KALAVANJY

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:

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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

## 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.

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

Salary Contributors	Value
GROSS	13,582
ALLOWANCES (Attendance, Perform.)	2,850
PF @ 13% Employer Contribution	1,950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,870
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,

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 : Ramya . K  
Date : 15/04/2023

184

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<https://velavanservices.com>

## VELAVAN SERVICES

Facility Management Services

Letter of Intent

Date: 15/04/2023

Dear Ms. Monika . 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

**Letter of Intent**

Date: 15/4/2023

Dear Ms. *Stephy Theresa . J*

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

Salary Contributors	Value
GROSS	13,582
ALLOWANCES (Attendance, Perform.)	2,850
PF @ 13% Employer Contribution	1,980
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,520
CTC / Annum	2,22,240

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 : *Stephy Theresa . J*  
Date : 15/4/2023

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

**Letter of Intent**

Date: 18/04/2023

Dear Ms. **UMAMAHESWARI.K.**

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:

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**VELAVAN SERVICES**

Facility Management Services

**Letter of Intent**

Date: 15/04/2023

Dear Ms. KALAVAN 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.

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

Salary Contributors	Value
GROSS	18,582,
ALLOWANCES (Attendance, Perform.)	2,560
PF @ 13% Employer Contribution	1,950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,570
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.

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 : Kalavani V  
Date : 15/04/2023

**VELAVAN SERVICES**

Facility Management Services

**Letter of Intent**

Date: 15/04/2023

Dear Ms. Priyanka, 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.

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Date : 15/11/2023

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

**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 15/11/2023

Dear Ms.

B. Mahalakshmi

6379882334

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.

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Salary Contributors	Value
GROSS	13582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18570
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.

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 : B. Mahalakshmi

Date : 15/11/2023

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

**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 15/11/2023

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.

Dear Ms. T. Shanmuga Priya  
6379774208

Letter of Intent

Date: 15/04/2023

Congratulations on being selected for a job with us!

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Salary Contributors	Value
GROSS	1382
ALLOWANCES (Attendance, Perform.)	2556
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18570
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,  
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 : T. Shanmuga Priya  
Date : 15/04/2023

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

Dear Ms. D. SHALINI  
9786493541

Letter of Intent

Date: 15/04/2023

Congratulations on being selected for a job with us!

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**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 14/04/2023

Dear Ms.

Sanjana 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.

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Salary Contributors	Value
GROSS	18582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18570
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.

Yours Truly,  
For VELAVAN SERVICES,

*[Signature]*  
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, 6<sup>th</sup> Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048.  
https://velavanservices.com

**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 14/4/2023

Dear Ms.

Jeni Flora D

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.

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# VELAVAN SERVICES

Facility Management Services



Dear Ms.

**Letter of Intent**

Date: 15/04/2023

Jeevitia G

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:

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Salary Contributors	Value
GROSS	18582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1780
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	8570
CTC / Annum	2,22,140

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, 6<sup>th</sup> Street, Shanmuga Nagar, Mannivakkam, Chennai - 600 048.  
<https://velavanservices.com>

# VELAVAN SERVICES

Facility Management Services



Dear Ms.

**Letter of Intent**

Date: 15/04/2023

Madhumitha

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...

**VELAVAN SERVICES**

Facility Management Services

Letter of Intent

Date: 15/04/2023

Dear Ms. AYISHA NRanipet - 6325097538809651

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 Sunguvachatram, 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	18582
ALLOWANCES (Attendance, Perform.)	2550
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	608
CTC / Month	18,570
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.

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 : Ayisha N

Date : 15/04/2023

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



Mobile View



Thumbnail



Projection



Edit



Print



**Letter of Intent**

Date: 15/09/2023

Dear Ms.

RUBIKA A  
6385662230

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	1,920
ESI @ 3.25% (Employer Contribution)	488
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.

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 : A. Rubika  
Date :

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



Letter of Intent

Date: 15/09/2023



Mobile View



Thumbnail



Projection



Edit



Print

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

Salary Contributors	Value
GROSS	13,562
ALLOWANCES (Attendance, Perform.)	2,550
PF @ 13% Employer Contribution	1,920
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,540
CTC / Annum	2,22,480

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 : *JA*  
Date :

No.1/175, 6<sup>th</sup> 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 Sunguvachattam, Siperumbudur.

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

Salary Contributors	Value
GROSS	13,562
ALLOWANCES (Attendance, Perform.)	2,550
PF @ 13% Employer Contribution	1,920
ESI @ 3.25% (Employer Contribution)	488
CTC / Month	18,540
CTC / Annum	2,22,480

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

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.
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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	1,750
ESI @ 3.25% (Employer Contribution)	418
CTC / Month	18,500
CTC / Annum	222,000

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 : *S. Babitha*

Date : 15/04/2023

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

Letter of Intent

Date: 15/4/2023

Dear Ms. *Meerthana .K*

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 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.

**VELAVAN SERVICES**  
Facility Management Services

**Letter of Intent**Date: 15/04/2023

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 us to correspond with you and update statutory records.
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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.)	2580
PF @ 13% Employer Contribution	1950
ESI @ 3.25% (Employer Contribution)	484
CTC / Month	18,570
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.

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 : *[Signature]*  
Date : 15/4/2023

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

**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:

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

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 Sunguvachatram, 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.
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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	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**,

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 : Preethi K.S.  
Date :

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

**VELAVAN SERVICES**  
Facility Management Services



Dear Ms. K. Keerthana

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 Sunguvachatram, 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.
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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



**Letter of Intent**

Date: 16/4/2023

Dear Ms.

*Bagyalakshmi 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 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.
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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	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.

Yours Truly,  
For VELAVAN SERVICES,

*[Signature]*  
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 : *Bagyalakshmi R*  
Date : 15-4-2023

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

**Letter of Intent**

Date: 15/4/2023

Dear Ms.

*M. Saranya*  
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.
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

## Appoint...Services)

NO. 1/175, 6<sup>th</sup> STREET, SHANMUGA NAGAR, MANNIVAKKAM, CHENNAI - 600 048.  
<https://velavanservices.com>

**VELAVAN SERVICES**  
 Facility Management Services

**Letter of Intent**

Date: 15/07/2023

Dear Ms. 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.
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.
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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	1,750
ESI @ 3.25% (Employer Contribution)	438
CTC / Month	12,570
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,  
  
 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 : M. Taseen  
 Date :

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

**VELAVAN SERVICES**  
 Facility Management Services

**Letter of Intent**

Date: 15/07/2023

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 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.

**VELAVAN SERVICES**  
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.

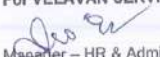
The Terms & Conditions of the employment which contains the detailed terms and conditions including salary and shift details are below:

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.
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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	15.582
ALLOWANCES (Attendance, Perform.)	2.850
PF @ 13% Employer Contribution	1.950
ESI @ 3.25% (Employer Contribution)	2.88
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,**

  
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 : K. Anitha  
Date : 15/04/2023

**VELAVAN SERVICES**  
Facility Management Services



**Letter of Intent**

Date: 15/04/2023

Dear Ms.

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.

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.