

Letter of Intent

Dear Shifa

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

1. Your date of joining would be **05 Apr, 2021** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.
2. You will be based at our company located at our office in **Hyderabad** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. During **internship duration**, you would be entitled to receive a monthly stipend of **15020**.
4. The first one month would be a training period for you. During this period you would go through a continuous training and assessment. You are required to maintain standards of performance & uphold company's values at all times.
5. After successful completion of training and probation, you will be converted as full time employee. During full-time employment, you need to sign an Employment service agreement of 1 year.
6. On successful completion of the training and probation, you will be appraised of your performance.
7. Your offer is contingent upon successful background verification and positive reference.
8. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company.
9. Please confirm your acceptance of the offer by responding to us within 48 hrs.

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

For Keka Technologies Pvt Ltd.

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