

22 November 2021

Ananya Dubey

C-802, Astha Retreat,
Sector 10A/GH-3,
Vrindavan Colony,
Lucknow 226025

Dear Ananya,

This letter is to confirm the offer at Corner Office Advisors Pvt. Ltd. (COAPL). The details of your employment are enclosed in this letter. The COAPL Standard Terms and Conditions of employment will be shared with you on joining. Please read and retain all employment related documents for your records.

1. COMMENCEMENT OF EMPLOYMENT

Your appointment will be effective 08th December, 2021.

2. JOB TITLE/REPORTING

Your job title will be **Associate** based out of Delhi/NCR region. Your reporting will be to the **Director, COAPL**.

3. SALARY

Your cost to company per annum will be **INR 4,08,000 (Indian Rupees Four Lacs eight thousand only)** subject to India tax laws.

In addition to your compensation, you will be entitled to a Performance Bonus of up to one month's salary. This is based on individual and company performance.

The performance bonus is not a guaranteed part of the compensation and is payable to all confirmed employees for the corresponding fiscal year, pro-rated for the number of months that they have been with the company. However, the Employee shall not be eligible for the bonus if he/she is no longer employed by the Company or is serving notice period (whether given by the Employee or the Company)"

Please refer to Annexures for a detailed break up of your salary.

4. PROBATION

You will be on probation for a period of 6 months from the date of joining and will continue to be so unless and until you are expressly confirmed in the regular services of COAPL. The probation period can be extended or shortened by the management of COAPL at its sole discretion without assigning any reasons.

During probation, any leave availed by you, will be considered as leave without pay. Also, during probation, either party may discontinue the appointment by serving 7 days' notice period or in lieu of salary thereof.

In case of notice period not being served, COAPL reserves the right to withhold your salary for the preceding period. No notice or salary in lieu of notice is applicable or payable in case your employment is terminated by COAPL for any reasons whatsoever, during probation period.

5. ACCEPTANCE OF OFFER

Please confirm your acceptance of the offer by signing and returning the duplicate copy of this letter to the undersigned.

Your employment with COAPL and the Terms and Conditions will be considered null and void in cases given below:

- If a signed copy of the Letter of Appointment is not shared with us within 2 days of joining.
- If you fail to report for your official duties on 08th December, 2021. Unless prior written intimation and consent of COAPL, in which case a fresh joining date would be provided by COAPL.
- The verifications of your testimonials and current compensation documents.