



13-10-23

Offer Letter

Dear Mr.Rilwan Khan.S,

Congratulations!!!

We are happy to welcome you to be a part of NITHINS AIRCON PVT. LTD. and we are pleased to offer you the role of “**Site Engineer**” in our **Chennai Head Office**.

Your **CTC will be Rs.19572/-** per month and allowances and accommodation are mentioned in your Salary breakup structure. Regular performance review will be conducted to assess your performance and suitability.

Please keep this salary information confidential and discuss it only with the Authorized Management team of NITHINS AIRCON PVT.LTD.

You are required to join the company on 13-10-2023.

Your continued employment at NITHINS AIRCON PVT., LTD. is dependent on your successful completion of the probationary period of six months. All remuneration payable to you will be subject to income tax deduction at source wherever applicable and to any other statutory deductions that may be applicable.

You shall be submitting a security deposit check upon commencement of their employment.

If you agree to the above terms, please sign, and return a copy of this letter.

Looking forward to having you with us.

For NITHINS AIRCON PVT. LTD.,

Sadhana .M
Admin/HR Executive

NITHIN'S AIRCON PRIVATE LIMITED

+91 93840 52133 info@nithinsaircon.com

nithinsaircon.com CIN No. U29100TN2019PTC128832

H.O. : Door No.79, Kumudham 1st Street, Ambal Nagar, Porur, Chennai - 600116.

B.O. : Karnataka / Telangana



Salary Breakup Structure:

DESCRIPTION	PROPOSED SALARY DETAILS	
Salary Heads	per month	per annum
Basic + DA	10,948	1,31,376
House Rent Allowance	4,692	56,304
Sub Total (A)	15,640	1,87,680
Reimbursements		
Travel Allowances	2,000	24,000
Sub Total (B)	2,000	24,000
Employee's Contribution		
PF	1,314	15,768
ESI	118	1,416
PT	208	2,496
Sub Total (C)	1,640	19,680
Employers' Contribution		
PF	1,423	17,076
ESI	509	6,108
Sub Total (D)	1,932	23,184
GrossSalary(A + B)	17,640	2,11,680
TAKE HOME (A + B -C)	16,000	1,92,000
GROSS COMPENSATION - CTC (A + B + D)	19,572	2,34,864
Note: Local Travel and Accomadation Allowances are included in Salary breakup		
Two Wheeler is mandatory for field work Employees		

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Nithin's Aircon

Important Notes:

- Variable pay /Incentive may vary based on performance.
- We are confident that you will gear up for even better performance into the next review period and wishing you the best for the next year. Do keep up your good performance.
- You are requested to please furnish the following tax saving investment proof if you wish to avail the tax exemptions/deductions against each head of salary.
- **HRA:** Rent agreement duly signed and notarized with monthly rent receipt.
- You are requested to please complete the Employee Income tax declaration form and send it to the Finance Dept. otherwise your salary will be taxed fully.

*Following Documents are to be submitted at the time of Joining:

- Resume with 2 passport size photographs, Photocopies of Aadhar Card, Bank Passbook Permanent Address Proof, Blood group, Emergency contact details.
- Copy of Educational certificates, Previous Company salary Slip and Experience/Reliving letter from previous Employer.

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