

RiskQuotient

July 14th 2022

Ref No: RQ/MUM/HR/73

To,
Vaishali Bisen
E-mail: vaishalibisen0@gmail.com
Ph: 9284856653

Dear **Vaishali Bisen**,

Further to our discussions, we are pleased to offer the position of '**Associate Information Security Consultant**' in our organization. This offer takes effect from your date of joining the **18th of July 2022**. Your compensation package would be **Rs. 3,60,000 (Rupees Three Lakh Sixty Thousand Only)** per annum. The structure of your compensation plan (Annexure A) may be altered/changed from time to time in line with the compensation policy and practices of the organization.

You will be placed at RiskQuotient's base office in India which is in Navi Mumbai. As and when required, your service will be transferable to any of the Risk Quotient offices or Risk Quotient's client's offices in India.

You shall be put on probation for a period of 6 months from the date of joining. During probation, the period of notice required for resignation is 30 days on either side. There shall be a review of performance post 6 months with no compensation hike. Post confirmation, your notice period shall be 60 days on either side.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

RiskQuotient

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification/submission.

1. Original and copies of educational certificates and mark sheets.
2. Original & copies of your ID and Address proof
3. One passport size and one stamp size coloured photograph

Kindly sign and return to us the duplicate copy of this letter as your acceptance.

Wish you all the best!

Yours Sincerely,

For Risk Quotient,



Authorized Signatory
Human Resources

RiskQuotient

Compensation and Benefits Structure

Name: Vaishali Bisen

Designation: Associate Information Security Consultant

	Monthly	Annual
Basic	15,000	1,80,000
HRA	7,500	90,000
LTA	1,250	15,000
Special Allowance	4,450	53,400
Total Monthly Gross	28,200	3,38,400
Employer PF	1,800	21,600
CTC	30,000	3,60,000

- Gratuity shall be paid out at the time of leaving the company based on completing required eligibility as per the Gratuity Act

Sincerely,

For Risk Quotient,



Authorized Signatory
Human Resources

I , Vaishali Bisen, hereby accept the offer and the terms and conditions above,

Date 17-07-2022

Signature 