

From,

Janani.C.K,

IV'th IT - 'A',

Department of Information Technology,

Kongu Engineering College,

Perundurai. 638052

Date: 13/07/2021

To,

The Principal,

Kongu Engineering College,

Perundurai. 638052

Respected Sir,

Subject: Request for permission to attend the Grootan Technologies Internship - reg

With due respect, my name is Janani.C.K. from the Department of Information Technology, having roll number 18ITR039 of the 2018-2022 batch. I am writing this letter to request permission for attending an internship physically. I recently got selected as a "Junior Engineer" at Grootan Technologies. The Internship period is for 3 months starting from 02/08/2021 (Monday).

This internship being really important and integral part of my learning procedures, I request you to consider my situation and grant me permission for giving me the attendance. I'll surely attend the CAT and Semester as per schedule without fail. I have enclosed my offer letter along with this mail.

Look forward to your kind consideration.


Yours Sincerely,



Janani.C.K. (18ITR039)

IV'th IT- 'A'

Department of Information Technology.

May be Permitted  
  
15/7/21





June 21, 2021

To: Janani C K

Congratulations **Janani!** We are happy to welcome you to Grootan Technologies and we are pleased to offer you the role of **Junior Engineer**.

With reference to the same, mentioned below are the details of your joining the company:

1. **Internship Start Date: August 02, 2021**
2. **Stipend: 10K Per Month (During Internship Period)**
3. **Location: Grootan Technologies Pvt Ltd, #364 & 365, Vaibogh, 5th Link Street  
Nehru Nagar, Perungudi-600096**

Your role carries a total annual compensation and benefits of **INR 5,00,004** (refer to the breakup of salary components). Below package will be applicable once you join the company full time.

Salary Break-Up	Per Month	Per Annum
Basic	16,667	200,004
House Rent Allowance	10,000	120,000
Conveyance Allowance	1000	12,000
Professional Dev Allowance	2,500	30,000
Performance Allowance	7,500	90,000
Attire Allowance	1,000	12,000
Business Communication	1,000	12,000
Medical Reimbursement	2,000	24,000
<b>Gross Salary</b>	<b>41,667</b>	<b>500,004</b>

Please keep the salary information confidential. As a token of acceptance, please sign a copy of this document and email to [hr@grootan.com](mailto:hr@grootan.com) within three days of receiving this letter else this offer will be deemed to be cancelled.

Wishing you all the best and let's "Grow together" !

Thanks,

Lokesh Ravichandru  
Co-Founder & CTO

Sasikumar T  
Director of Project Delivery & HR