

From,

Uthaya Sankar. N

IVth 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, I am Uthaya Sankar. N. from the Department of Information Technology, having roll number 18ITR108 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 a 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 assure that I'll attend the CAT and the Semester as per schedule without fail. I have enclosed my offer letter with this mail. Look forward to your kind consideration.

Yours Sincerely,

Uthaya Sankar

May be Permitted
HARUN
14/07/21

Uthaya Sankar. N (18ITR108)

IVth IT – 'A'

Department of Information Technology.



June 21, 2021

To: Uthaya Sankar N

Congratulations **Uthaya Sankar**! 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
Gross Salary	41,667	500,004

Please keep the salary information confidential. As a token of acceptance, please sign a copy of this document and email to 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