



Azhar &lt;azharruthin@gmail.com&gt;

## Offer Letter - Meta Materials Circular Markets Pvt. Ltd.

3 messages

HR MMCM &lt;hr@mmcm.in&gt;

14 March 2024 at 16:49

To: Azhar &lt;azharruthin@gmail.com&gt;

Cc: Swapna Pillai &lt;swapna.pillai@neml.in&gt;, Sanjay Mashere &lt;sanjay.mashere@neml.in&gt;, Vivek Raman Mishra &lt;vivek.mishra@neml.in&gt;

Dear Azhar,

### Congratulations!

We have pleasure in offering you the position of **Assistant Manager - Product** at **Meta Materials Circular Markets Pvt. Ltd.** at **E3 Grade**.

Your CTC break up will be as follows:

CTC Structure		
Components	Annual (Rs.)	Monthly (Rs.)
Basic Salary	455000	37917
HRA	227500	18958
Transport Allowance	19200	1600
Medical Allowance	15000	1250
Leave Travel Allowance (LTA)	45500	3792
Education Allowance	2400	200
Special Allowance	133914	11160
<b>Gross Salary (A)</b>	<b>898514</b>	<b>74876</b>
Provident Fund	54600	4550
<b>Other Benefits(B)</b>	<b>54600</b>	<b>4550</b>
<b>Fixed CTC (A+B)</b>	<b>953114</b>	<b>79426</b>
Gratuity (C)	21886	1824
Health Ins. Premium (D)	25000	2083
<b>Total CTC (A+B+C+D)</b>	<b>1000000</b>	<b>83333</b>

Group Mediclaim Policy Coverage:	INR 400,000/- (Employee + Spouse + Children) INR 400,000/- (Parents @ 30% Premium sharing)
Term Life Insurance Coverage:	INR 15,00,000/-
Group Personal Accident Coverage:	INR 15,00,000/-
Mobile Rental & Data Expense monthly***	INR 600/- (Incl Tax)

\*\*\* Paid on actuals, shown maximum amount

Note: The above mentioned benefits may be modified by the Company at its absolute discretion.

**Kindly confirm the acceptance of the same latest by tomorrow and confirm your date of joining which should not be later than 3rd April 2024**

Regards,  
Team HR  
MMCM

Regards,  
HR Team



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Connect us at [Linkedin](#) | [info@mmcm.in](mailto:info@mmcm.in)

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**Azhar** <azharruthin@gmail.com>

15 March 2024 at 18:11

To: HR MMCM <hr@mmcm.in>

Cc: Swapna Pillai <swapna.pillai@neml.in>, Sanjay Mashere <sanjay.mashere@neml.in>, Vivek Raman Mishra <vivek.mishra@neml.in>

I accept the offer. Thanks

Sent from [Outlook for Android](#)

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**From:** HR MMCM <hr@mmcm.in>

**Sent:** Thursday, March 14, 2024 4:49:54 PM

**To:** Azhar <azharruthin@gmail.com>

**Cc:** Swapna Pillai <swapna.pillai@neml.in>; Sanjay Mashere <sanjay.mashere@neml.in>; Vivek Raman Mishra <vivek.mishra@neml.in>

**Subject:** Offer Letter - Meta Materials Circular Markets Pvt. Ltd.

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**HR MMCM** <hr@mmcm.in>

19 March 2024 at 19:54

To: Azhar <azharruthin@gmail.com>

Cc: Swapna Pillai <swapna.pillai@neml.in>, Sanjay Mashere <sanjay.mashere@neml.in>, Vivek Raman Mishra <vivek.mishra@neml.in>

Dear Azhar,

As discussed, your updated joining date will be 22nd March 2024

Regards,  
Team HR  
MMCM

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