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<https://corizo.in>  
Bengaluru, Karnataka 560068

18th November, 2025

## WELCOME TO THE CORIZO FAMILY!

**Congratulations, Khushi Sharma**

We are thrilled to welcome you to **Corizo Edutech Pvt. Ltd.**

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Corizo would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

Your journey with us begins now and we couldn't be more excited to have you onboard!

Joining a new workplace is more than just taking on a job, it's about becoming part of a community that values innovation, collaboration, and growth. At Corizo, we believe in nurturing talent, encouraging creativity, and celebrating every step of progress together.

You've shown great potential, and we're confident you'll make a valuable impact here.

This is the start of something incredible and we're glad to be doing it with you.

We look forward to working with you and wish you success in your career with us.

**Let's build, grow, and succeed—together.**

Welcome aboard!

**From Corizo Edutech Pvt.Ltd,**



**ASHISH VERMA  
HR MANAGER**



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Bengaluru, Karnataka 560068

18th November, 2025

## **PROBATION OFFER LETTER**

Dear **Khushi Sharma**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.

Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

### **ROLE DETAILS:**

1. **Date Of Joining:** 22-12-2025
2. **Designation:** Inside Sales Representative
3. **Location:** Corizo, 1st Floor HustleHub H1906, Site No 3, 19th Main Rd, Sector 4, HSR Layout, Bengaluru, Karnataka - 560102
4. **Compensation Offered:** Fixed CTC - **INR 400,000 LPA** plus a Variable CTC of **INR 250,000 LPA** which is uncapped as of date.

### **PROBATION:**

- You will be under probation for a period of 90 days (3 months) from the date of joining.
- During the period of probation your monthly CTC will be **INR 18,000** + incentives **upto INR 10,000**.

### **PERIOD OF SERVICE:**

- The minimum period of service is three (3) months from the date of enforcement of this offer letter.
- The minimum period of service is not negotiable.
- The first 10 working days will be On-the Job Training (OJT) which will be unpaid.

### **BENEFITS:**

- Incentives will be provided in accordance with the company policy and the established incentive structure.
- Bonus will be awarded based on yearly performance and subject to eligibility and applicability criteria.
- You are eligible for Annual Leave as per the company Leave Policy post your probation.

### **RESIGNATION:**

In case any employee wishes to resign from the organization, needs to drop a resignation mail to the respective reporting manager and HR department and the mail should include the last working day and the reason for resignation. Notice period is mandatory to serve in order to avail full and final settlement and experience certificate from the organization.

The company reserves the right to terminate employment if any company policy is breached or if performance is deemed unsatisfactory.

### **NOTICE PERIOD:**

- Employee who has been confirmed in the service of the company has to serve 10 days of Notice Period in case if he/ she resigns from the organization.
- An employee can serve 50% of his notice obligation and request his own superior to waive the balance 50% service obligation by offering either to surrender the leave in lieu thereof or by paying for the short notice and the superior is at his absolute discretion to either recommend the proposal to the HR or reject it.
- HR Department is at its absolute discretion to either accept or reject the recommendation given by the superior of the employee on the short notice obligation.
- In any case, minimum service obligation of an employee resignation from the company post resignation is 10 days and no superior can waive / relax this condition for any reason what so ever.
- Upon converting to full-time employment, if you wish to resign, you are required to serve a 30-day notice period.

### **BACKGROUND CHECKS:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

### **OTHER TERMS AND CONDITIONS:**

You agree not to undertake any part-time or full-time employment, or act as a Director/Partner/Member of another entity without prior written consent from Corizo, which may be granted or withdrawn at the company's discretion.

You agree to abide by all internal company policies available upon joining. These may be revised by the company at its sole discretion. Depending on business needs, you may be required to work additional hours. Any change in shift timing will be communicated in advance.

This offer constitutes the complete and final agreement between you and the Company, superseding any prior communications. Modifications are valid only if made in writing and signed by an authorized officer.

If any clause is found unenforceable, it will not affect the validity of the remaining terms.

This offer is governed by the laws of India, and any disputes shall be under the jurisdiction of courts in Bangalore.

Please bring signed copies of this letter and all annexures on your date of joining as a token of your acceptance.

We warmly welcome you to the Corizo family and look forward to a successful journey together!

### **Acceptance and Commencement:**

Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance to the offer, you are required to:

- Respond via email to [vidushi.hr@corizo.co.in](mailto:vidushi.hr@corizo.co.in) to communicate acceptance of the offer and to confirm your Joining Date.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

ANNEXURE - I

FULL TIME COMPENSATION STRUCTURE

Designation: Inside Sales Representative  
Department: Inside Sales  
Location: Corizo Edutech, Bangalore

The following table outlines the detailed breakdown of the compensation structure for the full-time employment role offered at Corizo Edutech. This includes fixed components, performance-based incentives, and applicable statutory deductions.

Name	Khushi Sharma	
Department	Inside Sales	
Designation	Inside Sales Representative	
Components	CTC PM	CTC PA
Basic Salary	13,333	159,998
HRA	5,333	63,999
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	11,617	139,398
Total Net Salary (A)	33,133	397,596
Professional Tax	200	2,400
Fixed Cost to Company	33,333	399,996
Performance Based Incentives		
Total (Fixed CTC + Variables)	33,333	399,996

Acknowledgment

I, Khushi Sharma acknowledge that I have read and understood the above-mentioned compensation structure and agree to the same.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE - II

### List of Required Documents for Joining :

On your date of joining you will have to get the documents mentioned below.

1. 2 Passport Size Photo
2. Coloured printout of Offer Letter
3. A copy of 10th Marksheet
4. A copy of 12th Marksheet
5. A copy of Degree Semester Marksheet
6. A copy of Aadhaar Card
7. A copy of PAN Card
8. A copy of Bank Pass Book

- Bring one original document (12th/10th standard or equivalent examination marksheets or PAN card) for the verification.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to [vidushi.hr@corizo.co.in](mailto:vidushi.hr@corizo.co.in) within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



**ASHISH VERMA**  
**HR MANAGER**

I have read, understood, and agree to the terms and conditions of this Offer of Employment from Corizo Edutech. I accept this offer and confirm my joining as per the mentioned date.

Name :

Date :

Signature :



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18th November, 2025

## WELCOME TO THE CORIZO FAMILY!

**Congratulations, Prerna Shakya**

We are thrilled to welcome you to **Corizo Edutech Pvt. Ltd.**

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Your journey with us begins now and we couldn't be more excited to have you onboard!

Joining a new workplace is more than just taking on a job, it's about becoming part of a community that values innovation, collaboration, and growth. At Corizo, we believe in nurturing talent, encouraging creativity, and celebrating every step of progress together.

You've shown great potential, and we're confident you'll make a valuable impact here.

This is the start of something incredible and we're glad to be doing it with you.

We look forward to working with you and wish you success in your career with us.

**Let's build, grow, and succeed—together.**

Welcome aboard!

**From Corizo Edutech Pvt.Ltd,**



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HR MANAGER**



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18th November, 2025

## **PROBATION OFFER LETTER**

Dear **Prerna Shakya**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.

Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

### **ROLE DETAILS:**

1. **Date Of Joining:** 22-12-2025
2. **Designation:** Inside Sales Representative
3. **Location:** Corizo, 1st Floor HustleHub H1906, Site No 3, 19th Main Rd, Sector 4, HSR Layout, Bengaluru, Karnataka - 560102
4. **Compensation Offered:** Fixed CTC - **INR 400,000 LPA** plus a Variable CTC of **INR 250,000 LPA** which is uncapped as of date.

### **PROBATION:**

- You will be under probation for a period of 90 days (3 months) from the date of joining.
- During the period of probation your monthly CTC will be **INR 18,000** + incentives **upto INR 10,000**.

### **PERIOD OF SERVICE:**

- The minimum period of service is three (3) months from the date of enforcement of this offer letter.
- The minimum period of service is not negotiable.
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### **BENEFITS:**

- Incentives will be provided in accordance with the company policy and the established incentive structure.
- Bonus will be awarded based on yearly performance and subject to eligibility and applicability criteria.
- You are eligible for Annual Leave as per the company Leave Policy post your probation.

### **RESIGNATION:**

In case any employee wishes to resign from the organization, needs to drop a resignation mail to the respective reporting manager and HR department and the mail should include the last working day and the reason for resignation. Notice period is mandatory to serve in order to avail full and final settlement and experience certificate from the organization.

The company reserves the right to terminate employment if any company policy is breached or if performance is deemed unsatisfactory.

### **NOTICE PERIOD:**

- Employee who has been confirmed in the service of the company has to serve 10 days of Notice Period in case if he/ she resigns from the organization.
- An employee can serve 50% of his notice obligation and request his own superior to waive the balance 50% service obligation by offering either to surrender the leave in lieu thereof or by paying for the short notice and the superior is at his absolute discretion to either recommend the proposal to the HR or reject it.
- HR Department is at its absolute discretion to either accept or reject the recommendation given by the superior of the employee on the short notice obligation.
- In any case, minimum service obligation of an employee resignation from the company post resignation is 10 days and no superior can waive / relax this condition for any reason what so ever.
- Upon converting to full-time employment, if you wish to resign, you are required to serve a 30-day notice period.

### **BACKGROUND CHECKS:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

### **OTHER TERMS AND CONDITIONS:**

You agree not to undertake any part-time or full-time employment, or act as a Director/Partner/Member of another entity without prior written consent from Corizo, which may be granted or withdrawn at the company's discretion.

You agree to abide by all internal company policies available upon joining. These may be revised by the company at its sole discretion. Depending on business needs, you may be required to work additional hours. Any change in shift timing will be communicated in advance.

This offer constitutes the complete and final agreement between you and the Company, superseding any prior communications. Modifications are valid only if made in writing and signed by an authorized officer.

If any clause is found unenforceable, it will not affect the validity of the remaining terms.

This offer is governed by the laws of India, and any disputes shall be under the jurisdiction of courts in Bangalore.

Please bring signed copies of this letter and all annexures on your date of joining as a token of your acceptance.

We warmly welcome you to the Corizo family and look forward to a successful journey together!

### **Acceptance and Commencement:**

Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance to the offer, you are required to:

- Respond via email to [vidushi.hr@corizo.co.in](mailto:vidushi.hr@corizo.co.in) to communicate acceptance of the offer and to confirm your Joining Date.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.



ANNEXURE - I

FULL TIME COMPENSATION STRUCTURE

Designation: Inside Sales Representative  
Department: Inside Sales  
Location: Corizo Edutech, Bangalore

The following table outlines the detailed breakdown of the compensation structure for the full-time employment role offered at Corizo Edutech. This includes fixed components, performance-based incentives, and applicable statutory deductions.

Name	Prerna Shakya	
Department	Inside Sales	
Designation	Inside Sales Representative	
Components	CTC PM	CTC PA
Basic Salary	13,333	159,998
HRA	5,333	63,999
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	11,617	139,398
Total Net Salary (A)	33,133	397,596
Professional Tax	200	2,400
Fixed Cost to Company	33,333	399,996
Performance Based Incentives		
Total (Fixed CTC + Variables)	33,333	399,996

Acknowledgment

I, Prerna Shakya acknowledge that I have read and understood the above-mentioned compensation structure and agree to the same.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE - II

### List of Required Documents for Joining :

On your date of joining you will have to get the documents mentioned below.

1. 2 Passport Size Photo
2. Coloured printout of Offer Letter
3. A copy of 10th Marksheet
4. A copy of 12th Marksheet
5. A copy of Degree Semester Marksheet
6. A copy of Aadhaar Card
7. A copy of PAN Card
8. A copy of Bank Pass Book

- Bring one original document (12th/10th standard or equivalent examination marksheets or PAN card) for the verification.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to [vidushi.hr@corizo.co.in](mailto:vidushi.hr@corizo.co.in) within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



**ASHISH VERMA**  
**HR MANAGER**

I have read, understood, and agree to the terms and conditions of this Offer of Employment from Corizo Edutech. I accept this offer and confirm my joining as per the mentioned date.

Name :

Date :

Signature :



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18th November, 2025

## WELCOME TO THE CORIZO FAMILY!

**Congratulations, Sneha Shrivastava**

We are thrilled to welcome you to **Corizo Edutech Pvt. Ltd.**

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Corizo would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

Your journey with us begins now and we couldn't be more excited to have you onboard!

Joining a new workplace is more than just taking on a job, it's about becoming part of a community that values innovation, collaboration, and growth. At Corizo, we believe in nurturing talent, encouraging creativity, and celebrating every step of progress together.

You've shown great potential, and we're confident you'll make a valuable impact here.

This is the start of something incredible and we're glad to be doing it with you.

We look forward to working with you and wish you success in your career with us.

**Let's build, grow, and succeed—together.**

Welcome aboard!

**From Corizo Edutech Pvt.Ltd,**



**ASHISH VERMA  
HR MANAGER**



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18th November, 2025

## **PROBATION OFFER LETTER**

Dear **Sneha Shrivastava**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.

Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

### **ROLE DETAILS:**

1. **Date Of Joining:** 22-12-2025
2. **Designation:** Inside Sales Representative
3. **Location:** Corizo, 1st Floor HustleHub H1906, Site No 3, 19th Main Rd, Sector 4, HSR Layout, Bengaluru, Karnataka - 560102
4. **Compensation Offered:** Fixed CTC - **INR 400,000 LPA** plus a Variable CTC of **INR 250,000 LPA** which is uncapped as of date.

### **PROBATION:**

- You will be under probation for a period of 90 days (3 months) from the date of joining.
- During the period of probation your monthly CTC will be **INR 18,000** + incentives **upto INR 10,000**.

### **PERIOD OF SERVICE:**

- The minimum period of service is three (3) months from the date of enforcement of this offer letter.
- The minimum period of service is not negotiable.
- The first 10 working days will be On-the Job Training (OJT) which will be unpaid.

### **BENEFITS:**

- Incentives will be provided in accordance with the company policy and the established incentive structure.
- Bonus will be awarded based on yearly performance and subject to eligibility and applicability criteria.
- You are eligible for Annual Leave as per the company Leave Policy post your probation.

### **RESIGNATION:**

In case any employee wishes to resign from the organization, needs to drop a resignation mail to the respective reporting manager and HR department and the mail should include the last working day and the reason for resignation. Notice period is mandatory to serve in order to avail full and final settlement and experience certificate from the organization.

The company reserves the right to terminate employment if any company policy is breached or if performance is deemed unsatisfactory.

### **NOTICE PERIOD:**

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- An employee can serve 50% of his notice obligation and request his own superior to waive the balance 50% service obligation by offering either to surrender the leave in lieu thereof or by paying for the short notice and the superior is at his absolute discretion to either recommend the proposal to the HR or reject it.
- HR Department is at its absolute discretion to either accept or reject the recommendation given by the superior of the employee on the short notice obligation.
- In any case, minimum service obligation of an employee resignation from the company post resignation is 10 days and no superior can waive / relax this condition for any reason what so ever.
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### **BACKGROUND CHECKS:**

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If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

### **OTHER TERMS AND CONDITIONS:**

You agree not to undertake any part-time or full-time employment, or act as a Director/Partner/Member of another entity without prior written consent from Corizo, which may be granted or withdrawn at the company's discretion.

You agree to abide by all internal company policies available upon joining. These may be revised by the company at its sole discretion. Depending on business needs, you may be required to work additional hours. Any change in shift timing will be communicated in advance.

This offer constitutes the complete and final agreement between you and the Company, superseding any prior communications. Modifications are valid only if made in writing and signed by an authorized officer.

If any clause is found unenforceable, it will not affect the validity of the remaining terms.

This offer is governed by the laws of India, and any disputes shall be under the jurisdiction of courts in Bangalore.

Please bring signed copies of this letter and all annexures on your date of joining as a token of your acceptance.

We warmly welcome you to the Corizo family and look forward to a successful journey together!

### **Acceptance and Commencement:**

Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance to the offer, you are required to:

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- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

ANNEXURE - I

FULL TIME COMPENSATION STRUCTURE

Designation: Inside Sales Representative  
Department: Inside Sales  
Location: Corizo Edutech, Bangalore

The following table outlines the detailed breakdown of the compensation structure for the full-time employment role offered at Corizo Edutech. This includes fixed components, performance-based incentives, and applicable statutory deductions.

Name	Sneha Shrivastava	
Department	Inside Sales	
Designation	Inside Sales Representative	
Components	CTC PM	CTC PA
Basic Salary	13,333	159,998
HRA	5,333	63,999
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	11,617	139,398
Total Net Salary (A)	33,133	397,596
Professional Tax	200	2,400
Fixed Cost to Company	33,333	399,996
Performance Based Incentives		
Total (Fixed CTC + Variables)	33,333	399,996

Acknowledgment

I, Sneha Shrivastava acknowledge that I have read and understood the above-mentioned compensation structure and agree to the same.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE - II

### List of Required Documents for Joining :

On your date of joining you will have to get the documents mentioned below.

1. 2 Passport Size Photo
2. Coloured printout of Offer Letter
3. A copy of 10th Marksheet
4. A copy of 12th Marksheet
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6. A copy of Aadhaar Card
7. A copy of PAN Card
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- Bring one original document (12th/10th standard or equivalent examination marksheets or PAN card) for the verification.

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To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to [vidushi.hr@corizo.co.in](mailto:vidushi.hr@corizo.co.in) within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



**ASHISH VERMA**  
**HR MANAGER**

I have read, understood, and agree to the terms and conditions of this Offer of Employment from Corizo Edutech. I accept this offer and confirm my joining as per the mentioned date.

Name :

Date :

Signature :



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18th November, 2025

## WELCOME TO THE CORIZO FAMILY!

**Congratulations, Anjali Goley**

We are thrilled to welcome you to **Corizo Edutech Pvt. Ltd.**

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We look forward to working with you and wish you success in your career with us.

**Let's build, grow, and succeed—together.**

Welcome aboard!

**From Corizo Edutech Pvt.Ltd,**



**ASHISH VERMA**  
**HR MANAGER**





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18th November, 2025

## **PROBATION OFFER LETTER**

Dear **Anjali Goley**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.

Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

### **ROLE DETAILS:**

1. **Date Of Joining:** 22-12-2025
2. **Designation:** Inside Sales Representative
3. **Location:** Corizo, 1st Floor HustleHub H1906, Site No 3, 19th Main Rd, Sector 4, HSR Layout, Bengaluru, Karnataka - 560102
4. **Compensation Offered:** Fixed CTC - **INR 400,000 LPA** plus a Variable CTC of **INR 250,000 LPA** which is uncapped as of date.

### **PROBATION:**

- You will be under probation for a period of 90 days (3 months) from the date of joining.
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### **PERIOD OF SERVICE:**

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- Employee who has been confirmed in the service of the company has to serve 10 days of Notice Period in case if he/ she resigns from the organization.
- An employee can serve 50% of his notice obligation and request his own superior to waive the balance 50% service obligation by offering either to surrender the leave in lieu thereof or by paying for the short notice and the superior is at his absolute discretion to either recommend the proposal to the HR or reject it.
- HR Department is at its absolute discretion to either accept or reject the recommendation given by the superior of the employee on the short notice obligation.
- In any case, minimum service obligation of an employee resignation from the company post resignation is 10 days and no superior can waive / relax this condition for any reason what so ever.
- Upon converting to full-time employment, if you wish to resign, you are required to serve a 30-day notice period.

### **BACKGROUND CHECKS:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

### **OTHER TERMS AND CONDITIONS:**

You agree not to undertake any part-time or full-time employment, or act as a Director/Partner/Member of another entity without prior written consent from Corizo, which may be granted or withdrawn at the company's discretion.

You agree to abide by all internal company policies available upon joining. These may be revised by the company at its sole discretion. Depending on business needs, you may be required to work additional hours. Any change in shift timing will be communicated in advance.

This offer constitutes the complete and final agreement between you and the Company, superseding any prior communications. Modifications are valid only if made in writing and signed by an authorized officer.

If any clause is found unenforceable, it will not affect the validity of the remaining terms.

This offer is governed by the laws of India, and any disputes shall be under the jurisdiction of courts in Bangalore.

Please bring signed copies of this letter and all annexures on your date of joining as a token of your acceptance.

We warmly welcome you to the Corizo family and look forward to a successful journey together!

### **Acceptance and Commencement:**

Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance to the offer, you are required to:

- Respond via email to [vidushi.hr@corizo.co.in](mailto:vidushi.hr@corizo.co.in) to communicate acceptance of the offer and to confirm your Joining Date.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

ANNEXURE - I

FULL TIME COMPENSATION STRUCTURE

Designation: Inside Sales Representative  
Department: Inside Sales  
Location: Corizo Edutech, Bangalore

The following table outlines the detailed breakdown of the compensation structure for the full-time employment role offered at Corizo Edutech. This includes fixed components, performance-based incentives, and applicable statutory deductions.

Name	Anjali Goley	
Department	Inside Sales	
Designation	Inside Sales Representative	
Components	CTC PM	CTC PA
Basic Salary	13,333	159,998
HRA	5,333	63,999
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	11,617	139,398
Total Net Salary (A)	33,133	397,596
Professional Tax	200	2,400
Fixed Cost to Company	33,333	399,996
Performance Based Incentives		
Total (Fixed CTC + Variables)	33,333	399,996

Acknowledgment

I, Anjali Goley acknowledge that I have read and understood the above-mentioned compensation structure and agree to the same.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE - II

### List of Required Documents for Joining :

On your date of joining you will have to get the documents mentioned below.

1. 2 Passport Size Photo
2. Coloured printout of Offer Letter
3. A copy of 10th Marksheet
4. A copy of 12th Marksheet
5. A copy of Degree Semester Marksheet
6. A copy of Aadhaar Card
7. A copy of PAN Card
8. A copy of Bank Pass Book

- Bring one original document (12th/10th standard or equivalent examination marksheets or PAN card) for the verification.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to [vidushi.hr@corizo.co.in](mailto:vidushi.hr@corizo.co.in) within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



**ASHISH VERMA**  
**HR MANAGER**

I have read, understood, and agree to the terms and conditions of this Offer of Employment from Corizo Edutech. I accept this offer and confirm my joining as per the mentioned date.

Name :

Date :

Signature :



+91 8904379175  
vidushi.hr@corizo.co.in  
<https://corizo.in>  
Bengaluru, Karnataka 560068

18th November, 2025

## WELCOME TO THE CORIZO FAMILY!

**Congratulations, Anshika**

We are thrilled to welcome you to **Corizo Edutech Pvt. Ltd.**

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Corizo would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

Your journey with us begins now and we couldn't be more excited to have you onboard!

Joining a new workplace is more than just taking on a job, it's about becoming part of a community that values innovation, collaboration, and growth. At Corizo, we believe in nurturing talent, encouraging creativity, and celebrating every step of progress together.

You've shown great potential, and we're confident you'll make a valuable impact here.

This is the start of something incredible and we're glad to be doing it with you.

We look forward to working with you and wish you success in your career with us.

**Let's build, grow, and succeed—together.**

Welcome aboard!

**From Corizo Edutech Pvt.Ltd,**



**ASHISH VERMA  
HR MANAGER**



+91 8904379175  
vidushi.hr@corizo.co.in  
<https://corizo.in>  
Bengaluru, Karnataka 560068

18th November, 2025

## **PROBATION OFFER LETTER**

Dear **Anshika**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.

Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

### **ROLE DETAILS:**

1. **Date Of Joining:** 22-12-2025
2. **Designation:** Inside Sales Representative
3. **Location:** Corizo, 1st Floor HustleHub H1906, Site No 3, 19th Main Rd, Sector 4, HSR Layout, Bengaluru, Karnataka - 560102
4. **Compensation Offered:** Fixed CTC - **INR 400,000 LPA** plus a Variable CTC of **INR 250,000 LPA** which is uncapped as of date.

### **PROBATION:**

- You will be under probation for a period of 90 days (3 months) from the date of joining.
- During the period of probation your monthly CTC will be **INR 18,000** + incentives **upto INR 10,000**.

### **PERIOD OF SERVICE:**

- The minimum period of service is three (3) months from the date of enforcement of this offer letter.
- The minimum period of service is not negotiable.
- The first 10 working days will be On-the Job Training (OJT) which will be unpaid.

### **BENEFITS:**

- Incentives will be provided in accordance with the company policy and the established incentive structure.
- Bonus will be awarded based on yearly performance and subject to eligibility and applicability criteria.
- You are eligible for Annual Leave as per the company Leave Policy post your probation.

### **RESIGNATION:**

In case any employee wishes to resign from the organization, needs to drop a resignation mail to the respective reporting manager and HR department and the mail should include the last working day and the reason for resignation. Notice period is mandatory to serve in order to avail full and final settlement and experience certificate from the organization.

The company reserves the right to terminate employment if any company policy is breached or if performance is deemed unsatisfactory.

### **NOTICE PERIOD:**

- Employee who has been confirmed in the service of the company has to serve 10 days of Notice Period in case if he/ she resigns from the organization.
- An employee can serve 50% of his notice obligation and request his own superior to waive the balance 50% service obligation by offering either to surrender the leave in lieu thereof or by paying for the short notice and the superior is at his absolute discretion to either recommend the proposal to the HR or reject it.
- HR Department is at its absolute discretion to either accept or reject the recommendation given by the superior of the employee on the short notice obligation.
- In any case, minimum service obligation of an employee resignation from the company post resignation is 10 days and no superior can waive / relax this condition for any reason what so ever.
- Upon converting to full-time employment, if you wish to resign, you are required to serve a 30-day notice period.

### **BACKGROUND CHECKS:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

### **OTHER TERMS AND CONDITIONS:**

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This offer constitutes the complete and final agreement between you and the Company, superseding any prior communications. Modifications are valid only if made in writing and signed by an authorized officer.

If any clause is found unenforceable, it will not affect the validity of the remaining terms.

This offer is governed by the laws of India, and any disputes shall be under the jurisdiction of courts in Bangalore.

Please bring signed copies of this letter and all annexures on your date of joining as a token of your acceptance.

We warmly welcome you to the Corizo family and look forward to a successful journey together!

### **Acceptance and Commencement:**

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To confirm your acceptance to the offer, you are required to:

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ANNEXURE - I

FULL TIME COMPENSATION STRUCTURE

Designation: Inside Sales Representative  
Department: Inside Sales  
Location: Corizo Edutech, Bangalore

The following table outlines the detailed breakdown of the compensation structure for the full-time employment role offered at Corizo Edutech. This includes fixed components, performance-based incentives, and applicable statutory deductions.

Name	Anshika	
Department	Inside Sales	
Designation	Inside Sales Representative	
Components	CTC PM	CTC PA
Basic Salary	13,333	159,998
HRA	5,333	63,999
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	11,617	139,398
Total Net Salary (A)	33,133	397,596
Professional Tax	200	2,400
Fixed Cost to Company	33,333	399,996
Performance Based Incentives		
Total (Fixed CTC + Variables)	33,333	399,996

Acknowledgment

I, Anshika acknowledge that I have read and understood the above-mentioned compensation structure and agree to the same.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_



## ANNEXURE - II

### List of Required Documents for Joining :

On your date of joining you will have to get the documents mentioned below.

1. 2 Passport Size Photo
2. Coloured printout of Offer Letter
3. A copy of 10th Marksheet
4. A copy of 12th Marksheet
5. A copy of Degree Semester Marksheet
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8. A copy of Bank Pass Book

- Bring one original document (12th/10th standard or equivalent examination marksheets or PAN card) for the verification.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

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From Corizo Edutech Pvt.Ltd,



**ASHISH VERMA**  
**HR MANAGER**

I have read, understood, and agree to the terms and conditions of this Offer of Employment from Corizo Edutech. I accept this offer and confirm my joining as per the mentioned date.

Name :

Date :

Signature :