



Offer Letter

Date: - 31st May 2022

Name: -Ms.Bhavani R

Address: - Bangalore

Dear Bhavani,

Appointment as **HR Executive – IT Staffing** at Bangalore , India. We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from **1st June 2022** under the following terms and conditions:

1. SALARY

Your Annual CTC will commence at INR **2,55,000/-** per Annum.

2. PROBATIONARY PERIOD

Your appointment will be subject to a probationary period of 6 months. An official confirmation of your appointment will be notified to you in writing after performance evaluation.

3. WORKING HOURS

Your working hours will be as follows:

Mon - Sat: 9.30AM – 6.30PM

Lunch Break: 1PM – 1.30PM

1 Saturday off, Sunday fix off

6. BONUS / INCENTIVES

Bonus / Incentives is dependent upon the Company's profitability and your performance. It is only payable at the end of one year's service and will be paid before Chinese New Year. Bonus is given purely on the basis of your performance & paid on monthly / quarterly basis. It may vary as per the company rules & regulations

7. TAX DEDUCTIONS (PF, ESIC, PT & TDS)

PF/ESIC not applicable, only PT Rs. 200 Deducted.

Calling Mobile you have to use your own Rs. 200 per month will be paid extra.

8. PERIOD OF NOTICE FOR TERMINATION OF EMPLOYMENT

Period of notice for termination of employment or salary in lieu shall be as follows: -

- a) First month of probation —without notice
- b) Second month till probation end —7 days
- c) After probation — 15 days.

Leave cannot be utilized as resignation notice.

9. EMPLOYEE BENEFITS

Upon satisfactory completion of the probation period, you will become our permanent employee and are entitled to the benefits applicable to permanent employee.

You are required to serve the Company with loyalty and honesty and strictly follow all instructions given to you by your supervisors in carrying out your duties.

You shall not take or engage in any other employment, trade, business, whatsoever outside the business of the Company during the period of your employment.

10. CONFIDENTIALITY

You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

11. RESIGNATION / TERMINATION

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she / he is guilty of misconduct;
- b) she / he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon resignation or termination of service, you shall deliver to the person in charge all property/documents/laptop/mobile/passwords (if any) in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such property/documents/laptop/mobile/passwords (if any) used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.



Yours sincerely,

Director
Shalaka Dumbre

I agree to the appointment and accept the above terms and conditions of service.

Signature:

Name:.....

Date of Joining:

(Documents required: Copy of Aadhar Card & PAN Card)