



## Offer Letter

Ref: Recrt/14-02

21<sup>st</sup> June 2021

To Ankita,  
2491/2 jagnnath colony  
near naveen nagar Ashoka garden Bhopal  
8319648318

Dear Ankita,

With reference to your application and subsequent interviews, we are pleased to offer you a full-time position with us on the following terms and conditions:

1. You would be required to join the services of the company on or before **22 June 2021**.
2. This offer is valid for a period of **1 day** from the date of issuance. Should you choose to accept this offer, you must give your acceptance by signing this letter and returning it to us before the expiry of the aforementioned period, failing which this offer would stand null and void.
3. Your initial designation will be **Product Marketing Associate**.
4. You will be entitled to avail leaves as per company policy.
5. You will be on Probation for a period of six months. Post your performance & suitability review, you will be absorbed in the organisation as a confirmed employee and will be entitled to all the facilities which will be communicated to you thereon.
6. You are expected to abide by the timings and the hours of work applicable to your area of work. For further details you may refer to the Company Policy on working hours and duration upon your successful joining.
7. You will be required to execute a comprehensive employment agreement on your joining date which shall outline in detail the terms of your employment.
8. **Salary** : Your CTC is up to **₹2.58 lakh per annum**, details of which can be found in Annexure A. Post probation, you will also be entitled for the following employee benefits:
  - a. Family Mediciam
  - b. Group Term Insurance for Employee



9. Confidentiality: The existence and contents of this offer letter (including but not limited to CTC) are to be treated as confidential. You hereby agree and understand that failure to abide by the confidentiality clause may result in actions as per the company disciplinary policy.

10. Resignation Notice Period : **60 days** both during probation and afterwards.

11. Termination Notice Period: **15 days** while on probation. **60 days** after Probation.

12. General:

- a. You are required to adhere to the disciplinary requirements of the Company.
- b. The company reserves the right to perform a comprehensive background check pertaining to the details furnished by you as a part of your candidature. If any information provided by you is found to be incorrect or misleading, you would be subject to actions as per the disciplinary policy of the company.

13. Code of Conduct:

- a. You may not represent the Company at any public forums, press meetings/conferences or publish articles in magazines/newspapers unless otherwise authorized by the Director or other person as the Management may authorize from time to time. Any views expressed in your personal capacity will be treated as your own and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.
- b. You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage.
- c. You will abide by all statutory and regulatory laws at all times and violation of any of these will attract immediate termination of employment.

Thanking you,

A handwritten signature in black ink, appearing to read 'Ashutosh', is written over a light blue horizontal line.

Ashutosh

(HR Consultant)

Signature on acceptance:



## Annexure A

### Offer Breakup:

**Total CTC:** ₹2.58 lakh annually

**Monthly Gross Salary:** ₹21,500 per month

**Deductions:** ₹208 : Professional Tax/Month

### Additional Perks

- Work at a state-of-the-art Appointy campus (3.5 acres) with facilities such as swimming pool, gym, international level badminton court, table tennis, volleyball court, pool / snooker, and go-karting.
- Travel around the world with your office buddies every year. [Learn more](#)

*\* Additional Perks are subject to company policy and may change from time to time.*

### Employee Benefits:

- **Medical Insurance:**  
Comprehensive medical insurance for employees and all dependents (including parents).
- **Life Insurance:**  
Term plan with a minimum coverage as per your eligibility will be provided to each employee.

*\* Employee Benefits are subject to company policy and may change from time to time.*

