

Corporate Office:

New No.4, Old No.9, First Floor,
2nd cross Street,
Seethammal Colony,
Alwarpet, Chennai - 600018.



Ref: AS/ ST/83630129

10th October 2016

To
Anbarasan S,
55 Mahaliyamman Kovil St,
Ayalur Post, Ayalur,
Gobichettipalayam,
Erode - 638 453.

Dear Anbarasan,

Sub: Appointment Letter

Attenda Soft is delighted to tender you a position as a "Junior Test Engineer". We trust that your knowledge and skills will be among our most valuable assets.

While you admit this offer position, as per company policy you would be entitled to receive the following commencement on your hire date.

- **Salary:** Annual gross preliminary salary of Rs. 2,20,000/- paid in monthly installments by your choice of Cheque or direct deposit into your bank account.
- **Performance Bonus:** Up to 3% of your annual gross salary paid quarterly by your choice of Cheque or direct deposit.
- **Benefits:** Attenda Soft provide benefits for salaried-exempt employees including the following.
 - Education assistance
 - Health, Dental, Life and disability insurance
 - Sick leave
 - Vacation and personal days
- Your employee No. is **ATS03204**. This serves as an ID in all your dealings within the organization especially relating to payroll and benefits issues.

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- While the time Joining you should produce all the Academic, experience credentials copies in duplicate along with 4 latest passport size color photographs. You also should carry the originals of the same for verification.
- The Company shall hold the right to terminate you from the services without any notice, if you found guilty, or the information given by you at the time of interview and in the application has found to be incorrect.
- Company will not hold any responsibility against your personal legal, financial, social disputes. Similarly, company will not hold any responsible for any kind of disputes with your previous employers.
- During the period of your employment with the company, you should be ready to work on any project that assigned to you, irrespective of technical platforms / skills and nature of the project. If necessary, you may also ask to work in shifts.
- Your present posting will be at Attenda Soft, Chennai; however the company reserves the right to depute or transfer you to any of our offices or client location offices, whether now in existence or to be set up hereafter.
- As per company policy, we prohibit sharing the confidential information of projects or if any sort of information related to the company with outside employees or unauthorized personnel. Similarly, you should not hire or share holder to any other organization during the period of the employment. If you found any violation of this will be treated as serious matter by the company and you will be removed from services with out any notice, and legal action will be taken on you.
- If any change in your personal information including your residential/contact address, phone numbers, marital status, addition and deletion in your family members and educational qualifications, should bring to the company notice in writing within 7 days of the change.
- Incase if you wish to leave the organization you should give the prior notice to the company minimum period of 30 days.
- You are requested to read the terms and conditions mentioned along with the Annexures attached and sign and return the enclosed copy as a token of acceptance of the terms and conditions of your appointment.

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We welcome you to Attenda Soft and are confident that you will be a valuable member of the company. We will cherish a long and meaningful association with you.

Yours faithfully,
For Attenda Soft

A handwritten signature in blue ink, appearing to read "A. Ramakrishnan". The signature is written over a circular stamp that contains the text "ATTENDA SOFT" and "CHENNAI" around a central graphic.
A. Ramakrishnan
HR Manager

I accept the above terms and conditions

Signature:

Date: