**Dated:** **Ref No.:**

F-HR-018

Appointment Letter

To

Mr./Ms. {name}

ADDRESS {permanentAddress}

M: {mobileNumber}

E-mail: {email}

**Subject**: Appointment Letter

With reference to the offer being issued to you as on \_\_\_\_\_\_\_\_\_ and your subsequent acceptance regarding the same, we are pleased to appoint you as **{designation}** in our organization on the following terms and conditions:

**Salary:** Annual Total Employment (Cost to Company) would be INR {ctcInLakhs} lakh per annum and the deductions/benefits will be done as mentioned in your Offer Letter and as applicable from time to time as per norms.

**Place/ Nature of work:** Your present place of work will be at **ACCELOR MICROSYSTEMS Plot No. F-451, Sector-74, Phase 8B Industrial Focal Point, SAS Nagar- 160055**, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other company’s unit in India or outside, at the sole discretion of the Management. Your job roles/responsibilities will be described to you in detail during your induction after joining.

**Termination/Resignation**: Company holds the right to terminate your services in any circumstances by giving you 30 days prior notice in writing. On termination, you will return to the Company all property; including laptop, conveyance issued (if any), documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients’ business affairs. In case of resignation from your side, it is mandatory to submit at least 30 days written notice of resignation. No kind of leave is permissible during the notice period.If the company terminates your employment for disciplinary action (with written or email warnings), it will be considered as immediate termination.

**Medical Fitness:** Your appointment will be subject to being medically fit at the commencement of and during the tenure of your employment with the Company.

**Probation Period**: You will be on probation for an initial period of {probationPeriod} months, which can be extended further at the discretion of the Management. Upon satisfactory completion of your probation, your employment will be confirmed.

**Working Hours**: Company’s working hours are from 9:00 AM to 5:30 PM. Depending upon the project requirement or nature of job roles/responsibilities assigned to you, you may be required to work in shifts (day/night). However, due care will be taken about your well-being.

**01 of 02**

**Policies and Guidelines**: You are requested to sign the following documents on the day of your joining:

1. Confidentiality Agreement
2. Zero Tolerance Policy
3. General Rules and Guidelines

A copy of the same will be issued to you on the day of your joining. Company may amend or completely change the above rules and policies from time to time and you are required to adhere to the same.

**Other Terms and Conditions are as follows:**

1. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including biodata), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
2. You will be required to comply with all such rules and regulations of the Company which may be framed/amended from time to time.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedient, misbehavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice with immediate effect and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
5. If you are found to be absent without information for more than two days in continuation, a warning letter/e-mail will be issued to you on third day of your absence which may further lead to your termination on fifth day of your absence without information.
6. You will be responsible for safekeeping and returning in good condition and order, all Company assests, which may be in your use, custody or in charge.
7. The employee must apply for maternity leave at least one week before the proposed start date of such leave.

We welcome you to **ACCELOR MICROSYSTEMS** family and look forward to a fruitful collaboration.

With best wishes,

For Accelor Microsystems,

**Dr. Manvjeet Kaur**

**(Director & Chief Executive Officer)**

I accept the above Offer of Appointment for the post of \_\_\_\_\_\_\_\_\_ under the terms and conditions as stated above. I have joined the organization on

Date: \_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_ Place:\_\_\_\_\_\_\_\_\_\_

Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_