

Job Offer Letter

MK Informatics Pvt. Ltd.

3/05/2014

Anshuman Singh

B-2/72, Vibhuti Khand, Gomti Nagar, Lucknow, U.P

Dear Anshuman Singh

MK Informatics is pleased to offer you a position as a Customer Relationship Executive. We would like to make the following job offer and trust it will meet with your approval.

As a Customer Relationship Executive you will report to Mr. Rajan, Operation Manager of MKI. The primary responsibilities for this position include: (You will have to manage our all customers that are related with our company services and receive there problems by email and skype, if the problem will be normal than solve it by your hand and if they will be warm than send it to your Operation Manager with time to time updation by reporting with client.)

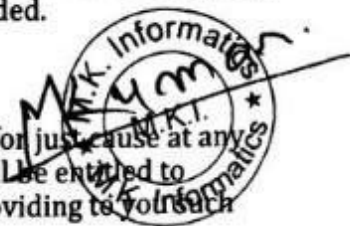
You will be paid 9,000 INR per monthly basis: Schedule, beginning 3/05/2014 and you will receive your first pay 7/06/2014. All payments are given you by bank transfer ,NEFT.

MK Informatics offers a comprehensive employee benefits program, including health, dental, and life insurance. You will be eligible for these benefits : After you complete your three-month probationary period ,we will increase 10 % in your salary. We provide you 2 extra leave in a month only. If you want more than we will deduct 300 INR as per day basis , but only for 5 days more, if you will cross the limit of our leave existance than we can terminate you.

Your position is subject to a ninety (90) day probationary period during which your performance and suitability for employment will be evaluated. It is understood that the probationary period is designed to determine your suitability for continued employment by assessing your skills, performance and interpersonal relationships. It is also a time for you to assess MK Informatics as your employer. Employment may be terminated at any time in this probationary period without notice or pay in lieu of such notice.

You agree to abide by all current and future policies, rules and procedures established MK Informatics. We will provide an employee handbook outlining all of our policies and procedures as a reference guide. Please feel free to ask for clarification for anything you are not sure of. Safety is a priority at MK Informatics. Your first day of work will be an orientation session. Your orientation will be on 3/05/2014, from 10 a.m. to 10 p.m. Lunch and snacks will be provided.

MK Informatics reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. MK Informatics will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by BC Employment Standards Act.



This offer will be interpreted and enforced in accordance with the laws of the Province of our CEO.
This document constitutes the whole and entire agreement between yourself and MK Informatics

If you accept this offer of employment, please sign your name and date in the space indicated below
and return it to me. This offer is open until 4/05/2014

Congratulations and welcome to MK Informatics Pvt. Ltd.

Sincerely,

Amit Mishra
(Human Resource)
(+91-7704053124)

I accept this offer.

Anshuman Singh.
Name

3/05/14.
Date

