**BRICKSMAN ENTERPRISES**

**Email:** [enquiry@bricksman.in](mailto:enquiry@bricksman.in) **Address:** 106, A-61, Sector 16, Noida, GB Nagar, UP-201301

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To,

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Dear \_\_\_\_\_\_\_**,**

We have pleasure in offering you an appointment with us (the company) as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Noida. This offer is contingent upon your passing our mandatory verification of your previous history and facts stated by you, our receipt of your necessary supporting documents, and any other contingencies you may wish to state.

The terms and conditions of your appointment will be as mentioned here under:

1. The official date of joining will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. You will receive a salary of Rs. 5,00,000 per year. The salary breakdown please check the company HR portal.
3. This letter is being provided after completion of training for the respective process and can be found as proof of employment.
4. Only 1 paid leave per month is allowed per month. The leaves will get accumulated every month if not taken in a particular month.
5. The office timing is 11:00am to 07:00pm.
6. This employment agreement may be terminated by either party by giving One month’s written notice in advance of termination, or pay the amount equivalent to the salary for the balance period (Notice Pay) in lieu of Notice. For the purpose of calculation, notice pay will refer to basic fixed salary only. The company reserves the right to ask you to continue in service during the period of notice and need not necessarily accept Notice pay in lieu of notice from you.
7. The company reserves the right to terminate your employment immediately without notice, at any time, in case: You are guilty of misconduct, dishonesty or you fail to observe the company’s code of conduct, business, disciplinary and ethical code guidelines and policies.
8. You absent yourself from the services of the Company without prior approval, or overstay sanctioned leave without prior intimation and approval by four (4) consecutive days, you then are deemed to have abandoned service voluntarily and you will be terminated from your services with immediate effect after deduction of notice pay.
9. You will be governed by, and will be required to comply with and abide by, all rules, policies of the company (and any changes/revisions thereto effected from time to time) applicable to you as an employee, during the course of employment in the company. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
10. It is understood and agreed that the company shall have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in future.
11. During the course of your employment with the company, you will work exclusively for, and in the interest of the company. You will not engage yourself in any other business/profession (part-time or otherwise) without written permission from the management.
12. You agree that during the employment you may have access to or acquire client information and other business information from the company or from its employees, clients or customers that is unique and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not use, publish or not to disclose during or after the employment with the company. In any case if the company has to suffer any losses due to this, it is your responsibility to compensate for such losses.
13. You agree to keep strictly confidential in whole or in part, the terms of this agreement and further agree not to disclose this Terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants and immediate family.
14. In the event of separation from the services of the company, you shall immediately return all the company property in your possession to the company. You will be relieved from services only after a satisfactory handover of responsibilities, settlement of outstanding dues, service of notice period, and clearance from your immediate supervisor.
15. The company reserves the rights to change the terms of employment from time to time.

This appointment is contingent upon:

1. Satisfactory results of the pre-employment medical check-up and satisfactory reference checks (and/or background versification).
2. All information, facts and figures provided by you to the company’s representatives at any point in time, being accurate and true.
3. Your acceptance of the above terms and conditions. You are requested to provide us a copy of this appointment letter signed by you as an indication of your acceptance.

We wish you an enjoyable and rewarding association with the company.

Sincerely,

Naveen Choudhary

Business Head

Bricksman Enterprises

I have read and understood all provisions relating to my employment with the organization. I accept the same and accept the appointment.

Name:

Date: