

## Appointment Letter

To,

{{EMP\_NAME}},

{{EMP\_ADDR}},

{{DATE}}

Dear {{EMP\_NAME}},

We are pleased to appoint you in the position of **{{DESIG}}** at **TechnoMedia Software Solutions Pvt Ltd**, based in **{{LOCATION}}**. You will be in probation for a period of **{{PROB\_PERIOD}}** from the date of joining.

**Consolidated Salary**

**{{SALARY\_PM}} Per Month**

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with TechnoMedia Software Solutions Pvt Ltd ethics and No-Conflict-of-Interest-Policy.

You will be on probation for a period of **{{PROB\_PERIOD}}**. Your employment with TechnoMedia may be terminated by giving a notice of **{{PROB\_NOTICE}}** during the probation period to either side or payment of amount equivalent to **{{PROB\_PAY\_EQ}}**. However, at the time of leaving, you will ensure that all your on-going activities are successfully completed and handed over as per the company guidelines on the separation process. Depending on business requirements, TechnoMedia may or may not accept your offer to shorten the notice period.

Once the probation period is completed you will be a permanent employee of TechnoMedia and will be subjected to salary hikes and promotions from time to time depending upon the company's growth and your value addition towards the company's overall growth. Your employment with TechnoMedia may be terminated by giving a notice of **{{CONF\_NOTICE}}** after the probation period to either side or payment of amount equivalent to **{{CONF\_PAY\_EQ}}**.

You will be eligible for **{{LEAVES\_YR}}** days of leave in a full calendar year after your confirmation as a permanent employee. As a permanent employee, the leaves can be availed based on the number of months worked in the company.

**Important:** The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.



Please sign the enclosed copy of this letter to indicate your acceptance of the terms and conditions mentioned in the appointment letter. We expect you to join the company on {{JOIN\_DATE}}.

We wish you a fruitful career at TechnoMedia.

Yours sincerely,

**Joydeep Roy Choudhury**  
**Director – TechnoMedia Software Solutions Pvt Ltd**  
**Bangalore**