To

Name: V Pandi

Address: 123 Street, City

# Subject: Appointment Letter

Dear V Pandi,

We are pleased to extend to you our offer to join **SGV FACILITIES & MANAGEMENT SERVICES PVT. LTD.** as a

"Culinary-Chef De Partie." effective 01-07-2020.

# Your appointment in our organization will be under the following terms and conditions:

**Organization Deputation**

Your posting will be at our client site **DLF Golf Club, Gurgaon, Haryana** location. However, during your posting at the client site, you may be posted / stationed / located / transferred to any other location of our client, as may be necessary for the operational effectiveness of the client site.

# Work Timings

You will be governed by the times and the hours of work applicable to the establishment you are deputed to.

# Leave

You will be entitled to statutory leave as per the company rules/polices.

# Probation & Confirmation

You will be on probation for **Six months.** On satisfactory completion of the probation period your appointment would be considered for confirmation inevitably.

# Salary

The break-up of your compensation is mentioned in the attached Annexure I

# General

You are required to adhere to the disciplinary requirements of the company.

It is an express condition that the company's personnel are whole-time employees and accordingly, you shall fully devote your time to the company's business. You shall not, without express permission, undertake any other business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.

You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and matters relating to terms and conditions of service.

You shall not give out to anyone in any manner whatsoever particulars, or any details of any of the matters pertaining to the Company or its working, or any other confidential information about your services with immediate effect.

In the event you are absent for a continuous period of 8 days from your duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you, as having voluntarily abandoned the services of the company without notice.

You must return to the Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the company which are in your possession or under your control.

You shall keep the company informed in writing, of any change in your Name and address.

# Notice period

This contract can be terminated by either party after giving 30 days' notice, or 30 days' gross salary in lieu of notice. When this contract is terminated at the initiative of the employee, the company reserves the right to insist on full compliance with the notice period and may initiate appropriate legal remedies should the employee violate the provision of the notice

However, for misconduct, misbehavior or fraud, the company may terminate your services with immediate Notice and no monetary liability is lieu of Notice.

# Retirement

You will retire from the services of the Company on the last day of the month in which you attain the age of 58 years. For determination of age, the details in the documents furnished by you and verified by the company at the time of joining will be considered.

# Transfer and Travel

Your services are transferable to any other office of the company in India & the decision with regards to this is solely on the management. You may be required to travel on Company work, and you will be reimbursed expenses as per company policy.

# Background Check

As a part of the joining formalities, the company will conduct background checks. Your appointment will be made based on your particulars such as resume, qualification certificate, experience letters, salary details etc, as given in your application for employment and in case any information provided by you is found to be false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

You are requested to inform the company on any change in your joining date.

Please sign a copy of this appointment letter in token of your acceptance of the terms and conditions of services stated herein and return it to us.

The company reserves the right to vary, amend, and substitute the benefits contained herein.

We welcome you to our organization and look forward to having a mutually beneficial long-term association.

**For SGV FACILITIES & MANAGEMENT SERVICES PVT. LTD.**

**Authorized Signatory Head – Human Resource**

**Acceptance:**

I V Pandi, have read over and do hereby accept the above-mentioned terms and conditions.

Signature:

Date:

# Annexure - CTC Breakup

V Pandi (12818), Culinary-Chef De Partie

Please note your salary details are strictly confidential.

|  |  |  |
| --- | --- | --- |
| **Pay Heads** | **Rs. Monthly Pay** | **Rs. Annual Pay** |
| Basic | 20000 | 240000 |
| HRA | 5000 | 60000 |
| Statutory Bonus | 1500 | 18000 |
| Special Allowance | 3000 | 36000 |
| Gross Salary | 29500 | 354000 |

|  |  |  |
| --- | --- | --- |
| Employer's Contribution |  |  |
| Employer PF | 2400 | 28800 |
| Employer LWF | 200 | 2400 |
| Employer ESIC | 500 | 6000 |
| Cost to Company (CTC) | 32500 | 390000 |

|  |  |  |
| --- | --- | --- |
| Deduction: (Subjected to change) |  |  |
| Employee PF | 2400 | 28800 |
| Employee LWF | 200 | 2400 |
| Employee ESIC | 500 | 6000 |
| Total Deduction | 3100 | 37200 |
| Net Take Home | 26400 | 316800 |

* Income tax, Professional tax, Insurance Charges, Cafeteria Charges and Labour welfare fund as applicable by law/ company policy will be deducted.
* You shall be covered as per the provisions of Employees Provident Fund Act,1952 from the date of joining as per the rules applicable.

**For SGV FACILITIES & MANAGEMENT SERVICES PVT. LTD.**

**Authorized Signatory Head – Human Resource**

**Acceptance:**

I V Pandi, have read over and do hereby accept the above-mentioned terms and conditions.

Signature:

Date:



CIN Number: U74999HR2022PTC107623

Corporate Address: SGV Tower, The Įeopard Trail Road, Sector 76, Gurugram, Haryana – 122004

+91-9205189745 [info@sgvgroup.in](mailto:info@sgvgroup.in) [www.sgvgroup.in](http://www.sgvgroup.in/)