



**Dear Ms.ABU SUFIYAN.S,**

Warm congratulations! We are thrilled to extend a formal offer for the position of **Manufacturing Unit Incharge** at Rootments Enterprises LLP, Edappally.

**Overview:**

- Position : Manufacturing Unit Incharge
- Start Date : To be mutually agreed upon
- Reporting to : HR Manager
- Joining Date : On or before May 19<sup>th</sup>, 2025
- Basic Salary : 25000/-
- Work Location : Edappally

Please find the detailed terms and conditions attached. Your prompt response by **18/05/2025** is appreciated.

If you have any questions or require further clarification, feel free to reach out to 7593838720.

We're excited about having you on board!

BesRegards,  
HRManager,  
Rootments Enterprises LLP.



## Summary of terms and conditions

- You will be working on a probation period for 3 months. During this period, either party may terminate the employment without notice or with a shorter notice period of 7 days, based on performance, conduct, or suitability for the role.
- You are expected to strictly adhere to the respective store timing.
- You are not permitted to work in any other organization or take up freelancing during your employment with us.
- As and when it requires, you must be willing to travel within Kerala for training or operational purposes.
- All data and information related to the store and company operations are confidential. Any breach, including the communication of misinformation or unauthorized sharing of internal matters, will lead to immediate termination and legal action.
- At the time of joining, you must submit a copy of your SSLC / Plus Two / Graduation / Post-Graduation certificate, Aadhar, valid ID proof, and bank account details.
- After joining you should work with us at least 1 year period, and in case if you are leaving early, company is entitled to get compensation for the expenses incurred for joining formalities, of training and development.
- Upon confirmation, a 2-month notice period is required for resignation. Failure to serve the notice period may result in withholding of dues and potential legal action.
- Any act of misconduct, indiscipline, spreading of false information, or behavior damaging to the company's interests may result in immediate termination, especially during probation.

I have read and accept the above mentioned terms and conditions.

Signature,