

July 27th, 2020

LETTER OF APPOINTMENT

We are pleased to inform you that your candidacy has been reviewed and you are being issued this Letter of Appointment. We welcome you to our team and look forward to work with you. We wish you all the success and continuous growth in Rejola IT Services.

Name	: Preethi Nesa Mercy S
Designation	: Jr. Support Execution
Job Description	: Support the organisation, team members and customers with the complete noncore activities of the organisation. These activities include, HR, Operations, Admin, Marketing and any other support related activities.
Technologies	: Candidate has to be well versant with Microsoft Tools like Word, Excel, Power Point, Photo editing software, Video Editing Software. Knowledge of additional software and computer tools can definitely help continuous growth
Reporting	: Would be reporting to Mr. Thomas John initially, thereafter you will be assigned to another "Growth Leader" in Rejola
Structure	: Will function independently.
Office Timings	: Monday to Friday: 9:30 am to 6:30 pm Saturday: 10 am to 2 pm These timing is indicative and are subject to be adaptive as per the situation demands
Date of Joining	: July 28 th , 2020
Probation	: 6 months from the date of joining. Candidate will be confirmed after he / she has been assessed and is found competent to handle and grow in the respective department.
Gross Monthly Salary	: Rs. 10,000/-
Variable Pay	: Candidate will be considered for additional Variable Pay incentive, after the review of Quantitative and Qualitative achievements of the candidate. Variable pay is applicable after the Probation period is successfully completed.

Appraisal	: Appraisal will be a regular activity wherein constant evaluation will be carried out during interactions and regular feedback will be provided to the team member.
Growth	: Salary Increment and Position growth of each team member will be evaluated every 3 months / 6 months / 12 months. The duration between each evaluation will be decided by the organisation for each candidate based on the candidates positive performance and also on market conditions.
Taxes	: Appropriate statutory taxes like TDS are applicable.
Holidays & Leave	: All major National and Local Holidays would be observed. A schedule would be provided to the candidate. Candidate qualifies for official leave after confirmation. A Leave schedule would be provided on confirmation.
Performance Target	: The projects in the organisation have been allocated as A and B points. Candidate has to achieve a minimum of 10 A points and 5 B points for this position in the organisation
Termination	: If the candidate fails to achieve the targets or is found not to be abiding by the company policies or is found causing harm to the operation or sales of the organisation, the candidate can be terminated with a notice period of 30 days.
Notice Period	: In case the candidate decides to resign, a minimum of 30 days notice period has to be served before being relieved.
Note	: HR Policies are subject to change from time to time without prior notice.

For **Rejola IT Services**,



Authorised Signatory