

Dear:

Date: 23rd July 2010

D. Rajasekhar

Sub: Appointment Letter

We are pleased to appoint you in the services of our organization with effect from i.e., 02 August 2010 on the following terms and conditions :-

1. Designation:

You are currently designated as Web Developer

Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time in the organization.

2. Compensation:

You will be paid Monthly Salary of **Rs. 12,000/-**
(Subject to revision based on your work and quality).

3. Work Timings

General office timings will be 10:30 AM to 7:30 PM. As our work involves dealing with the client requirements, who are mainly offshore based, you will be expected to spare more time other than the given office hours, when there is a need to deliver to the client in urgent situations.

4. Commitment

Your Period of Service shall be not less than 1 year. You will be given a separate agreement which would describe about the required commitment to the company in written form.

5. Termination

Your services for the company shall be for minimum of 1 year, upon failing which, the company will be entitled to terminate the employee and would not be receiving the dues. The Management also reserves the right to terminate any employee with a prior one month's notice at any given point of time during their services. Also the employee have to compulsorily give advanced notice of one month before leaving the organization (this applies after completing the minimum commitment period).

6. Abandonment

Any employee's absence for a continuous period of 7 (week) days without proper approval and permission of the management, would be treated as abandonment of service and the management reserves the right to take appropriate action on the employee.

7. During Employment with the Company

- a) You will not be permitted to undertake any other employment or engage in any external activities, which are commercial in nature without prior written permission of the company.
- b) You will be required to effectively carry out all the duties and responsibilities assigned to you by your managers or authorized persons by the company to assign such duties and responsibilities. Your performance will be solely subjected and based on upon the work and the quality.
- c) You shall not divulge any kind of information related to the company or business matters with customers or anyone (third party) without prior approval from the management. Any employee found doing so, company reserves the right to take appropriate action.

- d) You should not conduct yourself in any manner to breach of confidence, trust, reposed in you by Company or inconsistent with the position of responsibility occupied by you.

8. Credentials

Your continuation in service is subject to satisfactory verification of your credentials. Your services can be Terminated without any notice and without giving any reasons, if at any time it is found that you have concealed any material information or have given any false information to the company for your employment.

9. Discipline

You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all the company policies and procedures. All acts of misconduct, indiscipline, not complying with the policies and procedures of the company, non-cooperation, gross negligence, fraud, forgery, misappropriation etc..... would imply strong disciplinary action from the company to the tune of termination of the employment.

10. Upon Relieving

Upon leaving the company, you will be required to immediately return or submit all the assets and property (such as documents, files, data and other related works) in your possession to the company. Further leaving the company you shall hand over the charge to the authorized person and shall get a No Due approval, so that company can give you relieving from the services and settle your account.

11. Address for Communication

Any communication sent to the address (phone, email, residence address, messengers. Etc..) shall be deemed to have been served upon and received by you. It is your responsibility to intimate the company about any change in the address.

Any of the violations stated above in the list or any other company procedures discussed orally would attract appropriate action as per the company disciplinary policy in force.

Go through all the key points and Kindly sign and return a copy of this letter.

We take pleasure in welcoming you to our organization and hope that you have a long and successful career with us.

With Best Wishes,
for IKSHURA



A handwritten signature in black ink, slanted upwards to the right.

Signature of the Employee (Acceptance)

(I hereby accept all terms and conditions and approve my acceptance with my signature above.)