



**Letter of Appointment**

Date -27/08/2025

**Mr. Kanishk Gupta**

**Subject: Appointment for the Analyst**

**Dear Mr. Kanishk Gupta**

We are pleased to offer you, the position of (Analyst) at Mr. Brown Bakery & Food Products Pvt. Ltd on the following terms and conditions:

**Attendance Marking:-**

- Your attendance will be mentioned in attendance card /Attendance register.
- You have also punched their attendance in Biometric Machine.
- You should be punctual on duty hours.

BLISS IN EVERY SINGLE BITE

**Retirement & Termination:-**

- The event of any physical disability through illness or accident due to which you are unable to work or loss in working with normal efficiency, the organization shall have the right to terminate your service after giving one month's notice or one month's salary in lieu of notice shall be given to you only if the aforesaid physical disability arises or is occasioned otherwise than by your own default negligence or indulgence.
- Unless otherwise decided by the organization as its sole discretion, you shall be liable to retire on attaining the age of 58 years.
- If you are found guilty of any misconduct, theft or indulgence causing inefficiency in your normal duties or if you commit any offence punishable under any law, you will deemed to be dismissed from service without notice.

**Duties & Obligations:-**

- You will be granted leave, subject to the exigency of business of organization as per rules for the time being in force in the organization.
- You shall not directly or indirectly engage yourself in any other profession or vocation either part-time or full-time during continuance of your service under this organization without our prior consent.
- Your services are liable to be transferred temporarily or permanently to any of our promoted or associated firms or companies as and when desired by management. You will accept such transfer and perform such duties as may be assigned by the transferee firm or Organization by devoting your full time attention and to the best of your ability.

**Mr. Brown Bakery & Food Products Pvt. Ltd.**

Reg. & Corporate Office : B-35, Sector-P, Aliganj, Lucknow  
Outlets: Lucknow, Kanpur, Delhi/NCR, Chandigarh  
7309032618, 0522-4113205, www.danbrobakery.in | www.mrbrownbakery.com



- Your service will be governed by the rule & regulations of the company employing as in force from time to time.
- You shall maintain utmost secrecy and confidentiality of your job and prevent divulgence of any secret information, instruments, documents and papers and all the affairs of the organization and its customers, during tenure with the organization or thereafter and shall not at any time in any way use such information to be determine directly or indirectly of the organization or its customers.
- The organization will be at liberty and entitled to dispense with your services without any notice if you commit breach of any of the terms & conditions contained herein or commit breach of faith or obligation as an employee, without prejudice to any other rights, action/claim and demands the organization might have against you as a result of such breach.

If any declaration given or information furnished at the time of interview by you proves to be false or if you are founded to have willfully suppressed any material information, you will be liable for removal from service forthwith without any notice whatsoever and such other actions as the organization may deem necessary.

### **Joining Policy:-**

Mr. Brown welcomes all employees and hopes that they will enjoy the work culture. When a new employee joins Mr. Brown a formal induction will be conducted to familiarize them with all the activities in Mr. Brown.

New Candidate will join the job after the submission of following documents:-

- Xerox copy of Aadhar Card.
- Xerox copy of High school mark sheet.
- Xerox copy of Intermediate Mark sheet.
- Xerox copy of Graduation Mark sheet.
- Xerox copy of Post Graduation Mark sheet.
- Xerox copy of Other Qualification details.
- 2 Passport size photo.
- Xerox copy of Passport/Ration Card/Voter ID.
- Xerox copy of Pan Card.
- Xerox copy of Driving License.
- Xerox copy of Bank Passbook.
- 1 Cancel Cheque.
- Salary Slip / Appointment letter / Offer letter / Bank Statement of last company.

After the submission of above documents to HR department then candidate will get the appointment / Offer letter. After the 3 months from the date of joining, joining letter will be given.



## Wages/Salary:-

- Remuneration package is INR 100000/- PM, TDS deduction as per the law
- Only HR department will determine and finalize the salary of employee, No other
- Person will determine the salary of Employee.
- No Salary advance policy.
- Increment of salary depends upon the **Performance Appraisal** of employee.

## Job Exit:-

- You have to submit written application to the company before **30days** from resignation.
- Random resignations are unacceptable, if employee resigned without pre-notice to management Salary will be hold.
- Submission of Uniform & Assets is compulsory before leaving the job otherwise the salary will be hold. If any damage found in given asset, it will be compensated by your salary.
- Your services will deem to be terminated on unauthorized absence of more than one week and no excuse is acceptable.

## Miscellaneous Conditions:-

- Salary Slip or Offer letter or Appointment letter have to submit before joining of past Company.
- Job is transferable, Transfer will be done by Management where required it may be in same city or in other cities or State and employee is bound to follow/ accept the transfer.
- No Cab or Transportation facility given by company for employee.
- If you violate etiquette, you will be immediately removed from your job.
- If you are an employee of Mr. Brown Company and also found working in another company, then your salary will be hold and you will be fired.
- Submit the police verification within a month of joining to HR department.
- Any asset given by company during the time of joining should be return before leaving the job otherwise salary will be hold till asset submission.
- Company has full liberty to change their rules and policies time to time.

You are requested to carefully examine the terms and condition contained herein .The same are based on detailed discussion with you if the aforesaid terms & conditions are found by you to be true and correct reproduction of your of your discussion and consensus ,please sign and return to us a copy of this letter as a token of your acceptance.

Yours faithfully

For, Mr. Brown Bakery & Food Products Pvt.Ltd.

Mr. Brown Bakery & Food Product Pvt. Ltd.

AUTHORISED SIGNATURE,

I do hereby accept my employment under Mr. Brown Bakery & Food Products Pvt. Ltd., subject to the terms and conditions stated herein above which I have thoroughly read and understood and hereby bind myself with the same.

Name of Applicant: -Mr. Kanishk Gupta

Signature of Applicant:-



Date:-

Place:-