



Sukalpa Tech Solutions Pvt. Ltd.

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Date: 2025-06-20

General Letter

To:
[Recipient Name]
Address:
[Recipient Address]

Mo.No.: [Mobile Number] Email: [Email]

Dear [Recipient Name],

This refers to your application and the subsequent interviews you attended with Sukalpa Tech Solutions Pvt. Ltd. You are hereby appointed as [Position], based in Belagavi, with a deputation to work at the client location.

Your employment will be governed by the following terms and conditions:

1. Annual Salary

You will be paid annual salary of INR [Annual Salary]. Please refer Annexure-I

2. Working Hours

Your working hours will be from 9:00 AM to 6:00 PM, in accordance with the company's policy. The company observes a 6-day workweek.

3. Date of Appointment

Your date of appointment as per company records is [Date of Appointment]

4. Increment

Salary increments will be reviewed periodically in accordance with the company's policy. Adjustments to the salary will be based on demonstrated results, effectiveness, and performance during the review period.

5. Probation Period

You will be on probation for a period of six months from the date of your appointment. Upon



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satisfactory completion of the probation period, your employment will be confirmed. If confirmation is not provided after six months, the terms of this probationary order will remain in effect, and the probation period will be automatically extended until further notice.

6. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. Responsibilities

If you are required to travel for official company purposes, the company will reimburse travel expenses as per its policies and guidelines.

9. Retirement Age

The standard retirement age for all employees is 60 years.

10. Probation and Notice Period

a) During Probation: This appointment may be terminated by either party by providing sixty (60) days' notice or sixty (60) days' salary in lieu of the notice period.

b) Confirmation: Upon confirmation, this appointment may be terminated by either party by providing three (3) months' notice or three (3) months' salary in lieu of the notice period.

11. Transfer

You may be transferred to any department, establishment, branch, or subsidiary of the company, either within India or abroad. In such cases, the terms and conditions of service applicable to the new assignment will govern your employment.

12. Other work

Your position with the company requires full-time employment, and you are expected to devote yourself exclusively to the business of the company. During your employment, you will not engage in any other remunerative work (whether part-time or otherwise), offer advisory services, or have any direct or indirect interest (except as a shareholder or debenture holder) in any other trade or business



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without prior written permission from the company.

13. Conflict of Interest

During your employment with the company, you will not seek full-time or part-time employment or become involved, directly or indirectly, in any competitor's business activities. Additionally, for a period of 12 months following the cessation of your employment with the company, you will not engage in any activities that may conflict with the interests of the company or its competitors.

14. Confidential Information

During and after your employment with the company, you shall not disclose, divulge, or make public any information related to the company's affairs, administration, or research, unless required by law. This includes any information that is either confided to you or that you may come to know during the course of your service or otherwise, without the prior consent of the company.

15. Contract/Bond with Previous Employers

It will be your personal responsibility to fulfill any obligations arising from contracts or bonds with previous employers. The company shall not be held liable for any such commitments.

16. On termination

Upon termination of this contract, you will immediately return to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, records, and any other items belonging to the company or related to its business. You shall not retain or make copies of any such items.

17. Reporting

You are required to regularly inform the Director about the progress of your work.

18. General

The terms and conditions outlined above are based on the company's policies, procedures, and other rules and regulations currently applicable to its employees and are subject to amendments or adjustments as necessary.

Please indicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We are pleased to welcome you to the Sukalpa Tech Solutions Pvt. Ltd. family and look forward to a



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long and mutually rewarding association.

Regards,

Yours sincerely,

Your Name, Designation



Annexure-I		
Components	Monthly	Yearly
Basic		
House Rent Allowance (HRA)		
Bonus		
Other Allowance		
Gross (A)		
EMPLOYER CONTRIBUTIONS		
Employer PF Contribution		
ESI		
Gratuity		
Sub Total (B)		
Cost to Company (CTC) - (A + B)		
EMPLOYEE CONTRIBUTIONS		
Employee PF Contribution		
Professional Tax		
ESI		
Sub Total (C)		
Net Salary (A - C)		