



TO,

Kalyan Chandra das
Vill- Uttar ganak gari. P.O- Sorbhog,
P.S-Sorbhog Dist-Barpeta (Assam)

APPOINTMENT LETTER

Dear Kalyan Chandra Das

Web InfoTech is pleased to appoint you the position of web developer. We trust that your knowledge, skills and experience will be our most valuable asset. We please to appoint on the following terms and conditions:-

* **Effective Date:** Your appointment will be effective from **05th April 2018**

* **Designation:** You have designated as a **WEB DEVELOPER**

* **Salary and Companion:** salary of Rs.8, 500/-per month. /- below this salary will be revising as per management decision.

* **Appraisal:** As per the company rules appraisal will be done according to the wish of management and your performance.

* **Benefits:** Standard, Web InfoTech provided benefits for salaried-exempt employees, including the following

* One Sick leave in a month.

* Personal days



Company's Rules and Regulation

- You would not be eligible for any overtime payments or holiday pay and the total emoluments would be as detailed above. Monthly Salary (Basic and Allowances) shall be proportionately deducted on account of absence without leave or unauthorized absence.
- All payments will be made on or before the 12th of each month.
- During your employment with the company, you shall devote yourself wholly to the company and not engage in any freelance, external project, private service, trade or business, directly or indirectly including part time.
- Upon separation from the company on account of either registration or termination you need to immediately return to the company all the assets and property of the company including documents, files, books, papers and memos in your possession or custody.

No Obligation to Disclose

Nothing herein shall be construed as obligating or be deemed to obligate either party to disclose any particular confidential information and idea shared to the other.

Documents

You are requested to fulfill below mentioned joining formalities. Along with your offer letter, please provide the following documents:

1. Copy of Residence Proof: Photocopy of Passport/ driving license/Voter's identity card/Ration Card.
2. Experience certificate of previous companies (If any)
3. Two passport size photographs.
4. Sign and date this job Appointment letter where indicated below.



5. TERMINATION OF EMPLOYMENT

* If you don't abide by the rules and the regulations which are mentioned in the code of conduct then you can be terminated by the company.

* You cannot leave the company without giving one months notice or in lieu of that you will have to pay one month's salary to the company.

* You cannot resign without the resignation acceptance of the Company head. Upon termination of your employment with Company Name, you have to return all such notes/memoranda and every copy thereof to the company. You cannot leave the company without completing six month, if you do so then, company can charge any amount in accordance to the law. Otherwise we can take legal action.

To decline this appointment letter:

Sign and date this job joining letter where indicated below by mentioning non acceptance.

If you accept this job offer, your joining date will be on the day of 02 April 2018.

- Three days of Performance training would be provided. (From 02nd April 18 to 4th April 18)

We at Web InfoTech hope that you'll accept this Appointment letter and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.Pankaj Nath, Proprietor** and Feel free to contact at below mentioned number during office timings if you have any query.

[Authorized Signatory]

Web InfoTech

I understand the terms and conditions of employment as described in this letter and accept the offer.

Sincerely,