

## EMPLOYMENT OFFER LETTER



[www.totalx.in](http://www.totalx.in)

**Sanjay**

Palakkad, Kerala

Dear **Sanjay**,

Congratulations on your successful interview and on we are delighted to extend an offer of employment for the position of **Flutter Developer** at **Total-X software** . After careful consideration of your qualifications and experience, we believe that your skills and contributions will play a key role in driving our company's success.

Total-X software is embarking on significant growth in software development , As a leading software development company , you will participate in a talented and dedicated team who understand the importance of service delivered beyond expectations, and a strong code of ethics in dealing with clients and company employees.

We look forward to your favorable response and welcoming you to Total-X software.

Yours sincerely,

**ANSHIDH M.K**  
FOUNDER & CEO

**For and on Behalf of Total-x LLP**

**This Agreement is dated on January 2024, and is hereby made between :**

1. **Total-X LLP**, a legal entity organized and existing under laws of indian government (**Company**)
2. **Sanjay**        The employee (**You**)

This Agreement should be read in conjunction with certain Company policies and procedures, rules and regulations ("Policies and Procedures") issued by the Company from time to time which are applicable. to your job role, whether referred to in this Agreement or not. You are required to comply with the Policies and Procedures where they relate to your behaviour and conduct when on site at the Company's locations. Otherwise, the Policies and Procedures do not have effect. Any reference in the applicable Policies and Procedures to "Employee" shall be read as in relation to you and this Agreement. These Policies and Procedures are subject to revision from time to time at the Company's absolute discretion and are available from the Company's Human Resources Department ("HR") on request.

### **1. Particulars**

Job Position : Flutter Developer  
Department : software development  
Job Commencement Date : 27.03.2024  
Salary : 12,000/Month  
Prohibition Period : 2-4 weeks

### **2. Working Hours**

Your working hours will be 9.00 am to 6.30 pm as per the current - company policy. The regular work day shall consist of 8 hours of work inclusive of meal period .The company observes a 6-day work week.

- Duty off on Sunday and alternative Saturday for compensate overtime due
- Work hours maybe vary depends on the project

### **3. Duties and Responsibilities**

- Developing mobile application using the flutter frame work
- Writing clean, maintainable and efficient dart code
- Responsive in client management
- Collaborating with designers, product managers and other team members to translate requirement in to high qualities
- Always updated

#### 4. Competencies and skills

- Should be able to work in strict timeline.
- Product knowledge, including online demo is a must.
- It is imperative that we maintain good work ethics and you are requested to abide by the Company policies and procedures set for controlled expenses.

#### 5. Reporting Structure

Daily reporting to your Supervisor – You are expected to send in your report on the activities for the day, without fail, to your Supervisor. You will obey by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

#### 6. Leave

- **Annual Paid leaves** : You will be entitled to Annual Paid Leave of up to 12 days. Your leave Entitlement is for the calendar year starting from January to December. Annual Paid Leave Entitlement on joining the Company is prorated. Employees are not allowed to carry forward their unused annual leaves.
- **Absence Reporting** : If an employee is unable to attend work due to illness ,personal reasons or other circumstance ,they are generally required to notify Hr and the designation department head Within a specified time frame and Mail it.
- **Documentation** : Employees Required to provide appropriate documentation to support their absence, such as a doctor's note for illness or other relevant documentation as per company policy
- **Approval Process**: Employees needs to request time off in advance, such as for vacations or personal reasons, they are typically required to submit a formal request to the HR department otherwise salary will cutoff .The request is reviewed ,and approval is granted based on including operational needs and the availability of other team members.
- **Consequences for Non-Compliance**: Failure to the attendance policies and procedures may result in disciplinary actions . These actions could range from verbal warnings and written warnings.

## **EMPLOYEE NON DISCLOSURE AGREEMENT**

### **1. Company's Trade Secrets**

In the performance of Employee's job duties with Company, exposed to Company's Confidential Information. "Confidential Information" means information or material that is commercially valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

- (a) technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
- (b) information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
- (c) information concerning Company's employees, including salaries, strengths, weaknesses and skills;
- (d) information submitted by Company's customer consultants or co-venture partners with Company for study, evaluation or use,
- (e) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's

### **2. Nondisclosure of Trade Secrets**

Employee shall keep Company's Confidential Information, whether or not prepared or developed by Employee, in the strict confidence. Employee will not disclose such information to anyone outside Company without Company's prior This agreement (the "Agreement") written consent. Nor will Employee make use of any Confidential Information for Employee's own purposes or the benefit of anyone other than Company. However, Employee shall have no obligation to treat as confidential any information which:

- (a) was in Employee's possession or known to Employee, without an obligation to keep it confidential, before such information was disclosed to Employee by Company;
- (b) is or becomes public knowledge through a source other than Employee and through no fault of Employee;
- (c) is or becomes lawfully available to Employee from a source other than Company.

### 3. Return of Materials

When Employee's employment with Company ends, for whatever reason, Employee will promptly deliver to Company all originals and copies of all documents, records, software programs, source codes, logics, media and other materials containing any Confidential Information. Employee will also return to Company all equipment, files, software programs and other personal property belonging to Company.

### 4. General Provisions

- (a) **Relationships:** Nothing contained in this Agreement shall be deemed to make Employee a partner or joint venturer of Company for any purpose.
- (b) **Severability:** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of Company and Employee.
- (c) **Integration:** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both Company and Employee.
- (d) **Waiver:** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.
- (e) **Indemnity:** Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of Employee's breach of this Agreement.
- (f) **Attorney Fees and Expenses:** In a dispute arising out of or related to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.
- (g) **Governing Law:** This Agreement shall be governed in accordance with the laws of the State of India. (i) **Jurisdiction.** Employee consents to the exclusive jurisdiction and venue of the federal and state courts located in Ernakulam in any action arising out of or relating to this Agreement. Employee waives any other venue to which Employee might be entitled by domicile or otherwise.
- (h) **Successors & Assigns :** This Agreement shall bind each party's heirs, successors and assigns. Company may assign this Agreement to any party at any time. Employee shall not assign any of his or her rights or obligations under this Agreement without Company's prior written consent. Any assignment or transfer in violation of this section shall be void.

## 5. Notice of Immunity

Employee is provided notice that an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (i) files any document containing the trade secret under seal; and (ii) does not disclose the trade secret, except pursuant to court order.

## 6. Resignation and Service Notice Period

During the period of employment, either party may terminate the contract. If we find any breach of contract or misconduct or unsatisfactory behaviour from employee's side, the Company is having full authority to terminate you without any prior notice. On the other hand, you can resign from the position by giving a 60 days prior notice. During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the notice period as well as the handover during the notice period, the Company shall be fully entitled to require and compel you to stay one more month after the notice period has ended to complete the hand over failing which you will not be entitled for anything including the salary of the month and bear all the loss to the company due to the same.

This letter of offer is based on the information furnished in your application for employment and during the interview you had with us. If at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

we welcome you to our organization and look forward to your contribution to the growth of the organization yourself.

kindly sign and return to us the duplicate copy of this letter as your acceptance. Wish you all the best!

Your sincerely,  
Total-X LLP

I do hereby acknowledge and accept the terms and conditions outlined in this and letter and confirm my acceptance of the position offered

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Signature

Name :  
Date :

