

Appointment cum Offer Letter



Date: 16/8/2024

Name: rahul gandhi

Address: undefined

Subject: Appointment for the Position of Marketing manager

Dear rahul gandhi,

We are pleased to offer you the position of "Jr Software Developer" with **Yatayati Info Solution Private Ltd. Hyderabad** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 2024-08-17.

2. Job title

Your job title will be Jr Software Developer and you will report to Ms. Jennifer. After successful completion of your Probation Period of six months including three months of training you can move to your suitable location as per company relocation norms & policies.

3. Salary

Your all-inclusive annual target compensation (on a cost to company basis) will be 55555 which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

You will be posted at Hyderabad, Telangana. You may however be required to work at any place of business which the Company has, or may later acquire.



5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:00am to 6:00pm and you are expected to work not less than 9 hours each day, and if necessary for additional hours depending on your responsibilities.

6. Leave/Holidays

6.1 You are entitled to casual leave of 5 days/year.

6.2 You are entitled to 1 Sick leave working day of paid sick leave.

6.3 The Company shall notify a list of declared holidays in the beginning of each year.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/accepting gifts

You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than 2 months' prior notice or salary for unsaved period, let after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

11. Confidentiality

11.1 During the course of your employment with the Company, you will have access to information about the Company's business, operations, systems, and other material. You shall keep all such information confidential and will not disclose it to any third party, directly or indirectly, except with prior written consent of the Company.

11.2 Upon the termination of your employment with the Company, you shall deliver to the Company all documents, records, and property of the Company in your possession.

12. Governing law

12.1 The terms and conditions of this letter shall be governed and construed in accordance with the laws of India. You hereby submit to the exclusive jurisdiction of the courts of Hyderabad in respect of any dispute arising out of or in connection with this letter.

13. Acceptance of appointment

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions of your appointment.

Yours faithfully,

Sai Krupa

CEO & Manager



Yatayati Info Solution Private Ltd.

I have read and understood the terms and conditions of the appointment as contained in this letter and accept the same.

Signature: _____

Date: _____