



Roots Technology Ltd.

Noida/Gwalior

NOTICE

14-July-2022

Being an employee of **Roots Technology** Ltd., every employee will have to follow the below mentioned Conduct and Discipline rules and no one is allowed abusing the system while on duty, if management finds any employee against the system, Management shall render an employee liable for disciplinary action.

- 1) For any assigned position in the company, the termination/ resign period will require from either party on 30 days' notice.
- 2) The Company also reserves the rights to terminate any job position due to general economic situations, loss of sales and other negative impacts of business that may change the position of the company in the region or in any individual part of the country.
- 3) For Taking casual leave of more than 2 days need to take prior permission from the authority and complete the due works under the hand.

*rest notice for leave have already been circulated.

Mail your leave application at: - hrrootstechnology@gmail.com

(min.03 days prior the leave period)

Resign/ termination application :- Abhishekrajawat870@gmail.com and hrrootstechnology@gmail.com

With warm regards,

HR Department

Roots Technology Ltd.