

EMP CODE: NIF0324033

OFFER LETTER

Dear **Shreyan Srivastava**,

We are pleased to offer you the Part Time position of **Customer Service Associate** at **Niftel Communications Pvt. Ltd.** The terms and conditions of the offer are mentioned below:

1. Your date of joining would be at 4th March 2024 our office based at **3rd Floor, A-Block, Surajdeep Complex, Jopling Road, Hazratganj, Lucknow.**
2. The monthly salary for this position is **INR 7000** and is to be paid monthly in your Bank account. In addition to this starting salary, we're offering you monthly incentives - if applicable.
3. Your employment with Niftel Communications Pvt. Ltd., will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contractor guarantee of employment for a definitive period.
4. You will be on a Probation Period for **Six Months**. Based on the three-monthly assessments, you will be confirmed or extended if deemed necessary, at the company's discretion.
5. **You are required to serve a Notice Period of at least Thirty (30) working days before withdrawing your employment. In case of leaving the organization without serving the Notice Period, you will be liable to pay the amount equivalent to the current salary of 1 months to the organization.**
6. If the company finds any information provided by you false or incorrect then the company shall have all the rights to terminate your services at its sole discretion without giving further notice to you.
7. For detailed information and clarity, we encourage you to thoroughly review the **Employee Handbook**.
8. All terms and conditions are subject to periodic revision without prior notice at the discretion of the company.

Return a copy of this letter duly signed indicating your acceptance of our terms and conditions of employment. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,



Sakshi Singh
Human Resources
Niftel Communications Pvt. Ltd.

DECLARATION

I willingly accept the offer, agreeing to the terms and conditions of employment specified in this document. By affixing my signature below, I commit to abide by these terms.

Date-

Place-

Candidate's Name-

Candidate's Signature-