

Ref: 4W391

Date: Feb 13, 2024

To:

**Susmitha A**

1217, 17<sup>TH</sup> Central Cross Street

Mahakavi Bharati Nagar, Vyasarpadi

**Chennai 600039**

Dear Ms. Susmitha,

**Sub: Appointment Letter**

We are pleased to inform you that you have been selected for appointment to the position of "Software Engineer" on the following terms and conditions.

No	Particulars	Description
1	<b>Location</b>	Chennai office
2	<b>Date of Joining</b>	Feb 13, 2024
3	<b>Probation</b>	You will undergo a 1 Year period of probation from the date of your joining. The period of probation may be extended or reduced at the discretion of the management depending upon your performance during this period.
4	<b>Compensation</b>	The Compensation package would be as per Annexure.  Other allowances or incentives, for which you may be eligible, in accordance with the company's rules will be communicated to you in writing from time-to-time and will be paid as per the company's rules.
5	<b>Work Related Expenses</b>	You will be eligible for reimbursement of travel and out-of-pocket expenses incurred during outstation travel, as per the company's rules.
6	<b>Leave</b>	During the period of probation, no leave is permissible.  In case you wish to avail leave after the probation period, you would be required to provide us 3-days notice.
7	<b>Time Contract</b>	Accepting this appointment letter signifies your commitment to work in this employment for a minimum period of Two-year.

No	Particulars	Description
8	<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>You shall report to Project Managers &amp; Directors.</li> <li>You should put in all the efforts possible by you to provide the best technical support to customers. For this purpose you should put the resources and training provided by the company to best use and continually updates your skill-sets to meet this function.</li> </ul>
9	<b>Rewards &amp; Incentives</b>	The company's policies provide for monetary and non-monetary rewards and incentives, which are purely performance-based. Such of the rewards and incentives presently in force would be communicated to you at the time of induction into the company.
10	<b>Resignation</b>	<p>In case you wish to resign from your job during the period of probation, you would be required to provide us ten days notice in writing.</p> <p>In case you wish to resign from your job after the probation period, you would be required to provide us 30-days notice in writing.</p>
11	<b>Termination</b>	<p>You could be terminated from your job during the period of probation, at the discretion of management, by giving you ten days notice in writing or by payment of ten day's remuneration applicable to you during the probationary period.</p> <p>In case of termination after the probationary period, the company would provide you with 30-days notice in writing or compensate you at the remuneration rate applicable at that point of time, for the shortfall in the notice period.</p>

If you are agreeable to the above terms and conditions, please sign the duplicate copy of the letter signifying your acceptance of the terms of appointment.

**For Four W Technologies Pvt. Ltd.**

**I have the read and understood the above terms and conditions and hereby signify my acceptance to the same:**

**Aparna RL  
HR Manager**

**Susmitha A**

## Annexure

### COMPENSATION & BENEFITS

Name : <b>Susmitha A</b>		Date of Joining <b>13-Feb-24</b>	
Designation : Software Engineer			
<b>1. FIXED SALARY</b>		Per Month (Rs.)	Per Annum (Rs.)
1.1	Basic	7,000	84,000
1.2	HRA (40%of Basic)	2,800	33,600
1.3	Conveyance	800	9,600
1.4	Medical Reimbursement (To a maximum of)	1,400	16,800
	<b>TOTAL</b>	<b>12,000</b>	<b>144,000</b>
<b>COST TO THE COMPANY</b>			<b>144,000</b>
<b>PS: Confidential; not to be discussed with anyone except immediate superiors, HR &amp; Directors of Four W Technologies Private Ltd.</b>			
<b>Aparna RL (HR Manager)</b>		<b>ACCEPTED</b>	