



VISHWAS WORLD TECH PRIVATE LIMITED

100 DC Complex, Chandra Layout, Bangalore - 560040
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Website: www.vishwasworldtech.com | GST: 29ABCDE1234F1Z5

Date: October 02, 2025

APPOINTMENT LETTER

Dear HR Administrator,

We are pleased to confirm your appointment as **HR Manager** in the **Human Resources** department at Vishwas World Tech Private Limited, effective from January 01, 2024.

Employment Details:

- Employee ID: VWT001
- Designation: HR Manager
- Department: Human Resources
- Reporting Manager: CEO
- Employment Type: Full-time, Permanent
- Work Location: Vishwas World Tech Corporate Office, Bangalore

Compensation and Benefits:

- Basic Salary: ₹50,000.00 per month
- House Rent Allowance (HRA): ₹20,000.00 per month
- Dearness Allowance (DA): ₹5,000.00 per month
- Gross Monthly Salary: ₹75,000.00
- Provident Fund (PF): 12% of basic salary (employee + employer contribution)
- Employee State Insurance (ESI): 1.75% of gross salary (if applicable)
- Professional Tax (PT): As per state regulations

Terms of Employment:

- Probation Period: 6 months from the date of joining
- Working Hours: 9:00 AM to 6:00 PM, Monday to Friday
- Annual Leave: 21 days per year (pro-rated basis)
- Notice Period: 30 days (during probation), 60 days (post confirmation)
- Medical Insurance: Group health insurance as per company policy

Responsibilities and Conduct:

- You are expected to maintain the highest standards of professional conduct
- Adherence to company policies, procedures, and code of conduct
- Confidentiality of company information and trade secrets
- Regular attendance and punctuality
- Achievement of assigned targets and objectives

Your employment with the company is subject to satisfactory completion of probation period and continued satisfactory performance.

We welcome you to the Vishwas World Tech family and look forward to your valuable contribution to our organization's growth and success.

For Vishwas World Tech Pvt Ltd,

Employee Acknowledgment:

HR Manager

HR Administrator

Name: _____

Signature: _____

Date: _____

Date: _____

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This is a computer-generated document and does not require physical signature.

For any queries, please contact HR Department at hr@vishwasworldtech.com