



WTL PVT. LTD.
Office no 09,2nd floor , A wing City Vista , Fountain Road , Ashoka Nagar,Kharadi pune
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+91 9876543223

Date: 06/08/2025

JOINING LETTER

Dear Saurabh Ganj,

We are pleased to confirm your appointment as **JAVA FULL STACK DEVELOPER** in the **Engineering (Development)** department at **WTL PVT. LTD.**.

We are pleased to formally offer you the position of **JAVA FULL STACK DEVELOPER** with **WTL PVT. LTD.**, effective from **05/06/2025**. We were impressed with your background, skills, and attitude, and we believe you will be a valuable asset to our growing team.

This letter outlines the terms and conditions of your employment with us.

Position and Reporting

You will be designated as **JAVA FULL STACK DEVELOPER**

Your employment will commence on **05/06/2025**.

Please report to **HR Department** at 9:00 AM on your joining date.

Place of Posting

Your primary location of work will be **Office no 09,2nd floor , A wing City Vista , Fountain Road , Ashoka Nagar,Kharadi pune**. However, the company may require you to work at any of its current or future branches, client sites, or locations, as per operational requirements.

Working Hours

Your regular working hours will be [Working Hours] per week. You may be required to work outside these hours depending on the business needs.

Compensation and Benefits

[Benefits details will appear here based on form input]

Probation Period

You will be on probation for a period of [3 months or as applicable] from your joining date. Your performance and conduct will be reviewed periodically. Upon successful completion, your employment may be confirmed in writing.

Confidentiality and Non-Disclosure

You are expected to maintain the confidentiality of company data, projects, client information, and all proprietary materials. You will be required to sign a Non-Disclosure Agreement (NDA) and comply with our IT and Security Policy.

Termination Clause

Either party may terminate this employment by providing [30 days / 1 month] written notice or salary in lieu thereof.

The company reserves the right to terminate employment without notice in case of misconduct, breach of policy, or under disciplinary action.

Code of Conduct

All employees must adhere to the company's code of conduct and maintain the highest standards of professionalism, ethics, and integrity in their work.

Acceptance of Offer

We request you to sign and return a copy of this letter to indicate your acceptance. A detailed onboarding schedule and documentation checklist will be shared shortly after your confirmation.

Welcome Aboard

We look forward to having you on our team and are confident that you will play a key role in our ongoing success. Your experience and enthusiasm will be instrumental in driving our mission forward. Should you have any queries or require any clarification, please feel free to contact our HR team. Once again, congratulations and welcome to **WTL PVT. LTD.!**

Privacy & Confidentiality Policy

This Privacy & Confidentiality Policy outlines the standards and expectations of **WTL PVT. LTD.** regarding the protection of sensitive company and customer data. All employees must follow these policies to safeguard business integrity, data privacy, and intellectual property.

Confidentiality of Company Information: Employees must not share internal documents, reports, customer data, pricing, or financial details with unauthorized individuals inside or outside the company. Information received during employment must be treated as strictly confidential, even after the employment ends. Any discussions related to company matters must happen only on authorized communication channels (e.g., company email, Slack, Teams).

Use of Company Devices and Accounts: Company laptops, desktops, mobile devices, and email accounts must be used strictly for official purposes. Employees are prohibited from saving or transferring confidential data to personal devices, USB drives, or personal cloud storage. Passwords and credentials must be kept private and should not be shared, written down, or reused on personal platforms.

Data Access and Storage: Only employees with official, role-based access are allowed to view, edit, or store sensitive information. All data should be stored only in secure, company-approved platforms such as internal servers, encrypted cloud services, or databases. Physical files with confidential information must be locked and access-controlled.

Client & Customer Data Protection: All personal and financial details of customers or vendors must be handled with utmost sensitivity. Employees must not use customer contact details for personal communication or for marketing outside the approved processes. No employee may share client data with third parties unless officially authorized and in compliance with NDAs.

Prohibition on Unauthorized Sharing: Employees must not disclose any project details, source code, algorithms, designs, strategies, or intellectual property to anyone outside the organization. Public discussions on platforms like LinkedIn, Twitter, WhatsApp, Telegram, or any media about internal tools or processes are strictly prohibited unless permitted by HR or Marketing.

Breach of Policy and Disciplinary Actions

Violation of this policy may result in:

Written warnings

Suspension

Termination of employment

Legal action including claims for damages or prosecution under applicable data protection laws (e.g., IT Act, GDPR, etc.)

All breaches must be reported immediately to [Designated Privacy Officer or HR Manager].

Exceptions

Any exceptions to this policy must be approved in writing by senior management or the data protection officer. No verbal approvals shall be considered valid.

Salary Structure

Component	Percentage
House Rent Allowance (HRA)	10%
Dearness Allowance (DA)	53%
Special Allowance	37%



Acceptance Letter

To,

The HR Department

WTL PVT. LTD.

Office no 09,2nd floor , A wing City Vista , Fountain Road , Ashoka Nagar,Kharadi pune

Subject: Acceptance of Employment Offer

Dear Sir/Madam,

I am pleased to accept the offer of employment for the position of **JAVA FULL STACK DEVELOPER** at **WTL PVT. LTD.**, as mentioned in the appointment letter dated **05/06/2025**.

I have carefully read and understood all the terms and conditions, including the company's policies, CTC structure, code of conduct, and confidentiality clauses. I confirm that I will adhere to these terms throughout my tenure.

I understand that my employment is subject to the company's policies and procedures, and I agree to comply with all rules and expectations set forth.

I appreciate the opportunity to work with **WTL PVT. LTD.**, and I look forward to contributing to the success of the organization.

Acceptance Checklist

- ☐ I have read and understood the terms and conditions mentioned in the appointment letter.
- ☐ I agree to maintain the confidentiality of company information during and after my employment.
- ☐ I have reviewed and accepted the detailed CTC breakdown and salary structure.
- ☐ I acknowledge that I have received and read the company's privacy policy.
- ☐ I hereby accept this employment offer and agree to abide by all the rules and policies of the company.

Thank you for your trust and consideration.

Sincerely,

Saurabh Ganj

Signature: _____

Date: _____

Place: _____

On your joining day, please bring the following documents:

- Educational certificates (originals and photocopies)
- Experience and relieving letters from previous employers
- Identity proof (Aadhar/PAN/Passport)
- Address proof
- Passport size photographs (4 copies)
- Bank account details for salary transfer

We look forward to a mutually beneficial and fruitful association with you. If you have any questions or require further clarification, please feel free to contact our HR department.

Contact Person: **[Contact Person]**

Contact Email: **[Contact Email]**

Contact Phone: **[Contact Phone]**

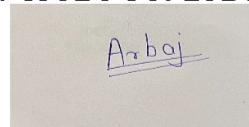
Please sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Accepted by:

Saurabh Ganj

Date: _____

For **WTL PVT. LTD.**

A rectangular box containing a handwritten signature in blue ink that reads "Arboj".

[Signatory Name]

[Signatory Title]