

Date: 13th June 2019

Name.Ms. Abbavaram Susmitha

H No : 4/501, Ayyappa Reddy Colony,
Saraswati Sishu Mandir School, Piler, Chittoor (D),
Andhra Pradesh-517214.

Subject: Offer of Employment

Dear **Abbavaram Susmitha**,

We are pleased to offer you a position of **Jr. Software Tester**, with SYNTAGS IT LLP at Hyderabad facility. You will be a part of our team with an anticipated start date of **17th July 2019**.

The value of your Annualized Reference Salary will be **Rs. 3,45,000/-**. Details of the Reference Salary are in the attached Salary break-up annexure.

Please sign the enclosed copy of this letter, Terms and Conditions document, Reference Salary Sheet and send it to 320/24-C, 4th Floor, NMR'S Padma Avenue, Third Avenue, Road No.1, Madhapur, Hyderabad – 500081. on or before of receipt hereof.

Your contact in the Human Resources would be the Helpdesk India on hr@websyntags.com by mail. Please feel free to get in touch for any questions or assistance that you may need.

We will be proud to have you as a member of our SYNTAGS IT LLP and look forward to you're joining us soon.

Thanking you,

For SYNTAGS IT LLP



Sravan.Pushadapu
Managing Directors



Terms and Conditions

This statement of terms and conditions forms of the Offer of Employment. This will be effective from the date on which you commence employment with SYNTAGS IT LLP.

On joining the Company, you will be able to access SYNTAGS IT LLP Internet site, which contains comprehensive information regarding all benefits, policies and procedures. SYNTAGS IT LLP reserves the right to review and update its employment policies and procedures as applicable from time to time.

TRANSFER

Your initial place of work will be at Hyderabad Office. During probation or after confirmation, the Company reserves the right to change your place of work to any location / subsidiary/associated companies in India or outside India depending upon business requirements. In the event of a change that reasonably requires you to relocate your primary residence, you will be entitled to the benefits in force at that time.

PROBATION PERIOD

You will be on probation for a period of SIX months from date of joining during which your employment can be terminated by giving one month's notice to either side or payment of basic salary in lieu thereof. The period of probation may be extended if your performance is not found satisfactory. Upon successful completion of the probation period, you will be confirmed in writing by the Company.

ABSENCE

You may be absent from work as a result of various reasons. You are governed by the paid holidays of your work location during your tenure of service with the Company. The Company gives the following paid leave entitlement to its employees:

i. Casual Leave

You will be entitling to a maximum of 10 casual leave per calendar year in case of emergency, illness or any other reason. Casual leave can be taken for a minimum period of half day to a maximum of 2 consecutive days on approval from your Line Manager. Casual leave entitlement is pro-rated to the period you are employed in the Company during the year on joining of leaving the Company and can be carried forward to the next calendar year as Sick leave up to a maximum of 7 days.

ii. Sick Leave

During the course of employment with SYNTAGS IT LLP, you may be unable to attend work due to illness or injury and can take leave. Sick leave entitlement for the current year is dependent on the unclaimed casual leaves from the previous calendar year which can be carried forward to the next year to a maximum of 7 days as sick leave. During your employment with the Company, you can accumulate up to a maximum of 30 days sick leave.

SYNTAGS IT LLP reserve the right to require you to undergo a medical examination in relation to your work or in order to maintain cover of certain benefit and you will be required to submit the report to the Company.



BENEFITS

You will be entitled to benefits during the course of your employment in the Company subject to the rules of the Company. Details of the benefits applicable to you are available on the Company's internet site.

NOTICE PERIOD

After confirmation, your employment with the Company may be terminated by giving a notice of 1 month to either side or by payment of basic salary in lieu thereof. The Company reserves the right to waive off the notice period, adjustment of accumulated leaves and salary payment during notice period.

PERSONAL STANDARDS

The Company expects its employees to demonstrate the highest standards of professional behavior, conduct and integrity at all times. Additionally, employees should behave in a pleasant, co-operative and professional manner whether with the general public, customer, business contracts or work colleagues.

You warrant that:

In accepting this appointment and performing your obligations and services under it, you will not be in breach of obligations under any other employment or appointment.

In the event of such a breach, you and not the Company will be wholly and solely responsible and liable for any damages.

You will, prior to accepting this appointment, intimate to the Company any external education and training courses being undertaken by you.

You will, prior to accepting this appointment, disclose to the Company any prior medical history or illness which could affect your work in the Company.

You will abide by the policies and practices of the Company during your tenure of employment with the Company.

I agree and accept this offer of employment together with the Terms and Conditions of Employment as set out within.

Name.....

Signed.....Date.....



Annexure

(Reference Salary Sheet)

Name : Abbavaram Susmitha		
Designation: Jr. Software Tester		
	Per Month	Per Annum
Reference Salary:		
Fixed Base		
Basic Salary	11,500	1,38,000
House Rent Allowance	4,600	55,200
Medical Allowance	1,250	15,000
Conveyance	1,600	19,200
CCA	1,840	22,080
Special Allowance	7,960	95,520
Retrials		
Others	1380	16560
Professional Tax	200	2,400
TDS	0	0
"Gross Salary"	28,750	3,45,000
"Deductions"	1,580	18,960
"Net Salary"	27,170	3,26,040

