

Offer Letter

Date: 16/Feb/2024

Dear Krishna Mellamarthy,

We are pleased to confirm our verbal offer of employment and look forward to welcoming you to ProBPM Inc. The terms and conditions of your employment with us are outlined below.

Please read the below letter carefully and execute it at the end to signify your acceptance and following it during your employment start date will be **February 20, 2024**. This offer shall be renewable by default upon the completion of validity period and based on the eligibility of work in United States of America and based on any decision taken by company.

Position, Salary, Start Date and Responsibilities

The title of your position will **Software Engineer** and you will report to your reporting manager at **ProBPM Inc** your new employee orientation will be on **February 20, 2024 at 9 AM.**, CST and it will be conducted by your reporting manager. You are going to with ProBPM Inc, will be working at 14111 king road, Suite #620, Frisco, TX. 75036. There will be a three-month training period and there is no compensation offered during the training period. Once the training is successfully completed an internal project will be allotted and the salary offered is **\$10,000.00 / Monthly**.

Employment Requirements

Confidentiality:

Due to the confidential nature of our business, you will need to sign the enclosed Confidentiality Agreement. The terms and conditions of your employment are confidential.

The company is relying on the fact that you will not bring any confidential information from prior employers to our premises, nor will you install any software on company or client computers, which is not approved by our Information Technology Department. Please read and sign the enclosed Computer Use Policy, acknowledging your understanding and agreement. This should be sent back with your signed acceptance of our offer.

Privileges:

The company has the right to control the manner and means by which the product development is accomplished.

The company has the right to control when, where, and how the beneficiary performs the job.

Transcripts:

The company also requires employees to submit a copy of their transcripts for the highest degree they have obtained. Please make arrangements for these to be sent to us.

Last Paycheck:

The company will verify previous employment and salary, hence please submit a copy of your last paycheck from your former employer.

Eligibility to Work in the United States:

In accordance with the United States Federal Immigration Reform Act of 1986, you must produce identification to verify your identity and eligibility to work in the United States. Enclosed are a list of official documentations that is accepted for verification purposes. Please note that original documents are required and must be presented during orientation on your first day.

Vacation Leave

You will be eligible for 5 days of vacation per calendar year.

Payroll Information

Paychecks are distributed monthly. Direct deposit will be made available to you during your orientation.

Daily Tasks

Your manager will be keeping a close look at the project status and would be assigning you the daily tasks. Your manager will also advise and provide the needed guidance as and when needed for smooth completion of your assigned task.

Reporting Structure

Even though you will be at our facility, you will report to your respective manager once every week - on every Friday at 4 p.m.

P.M CST to keep apprised with the updates of the tasks completed for the entire week. This would be an interactive session to keep updated on the hours put in during the week.

Work Allocation

Your weekly and periodic assignments will be allocated to you by your reporting Manager. Based on your Technical and Soft skills, experience levels, the project requirements and company expectations, your project manager will assign you tasks and do a performance evaluation and inform about the skills that are required to help you enhance further.

Resource supplied.

The company will provide resources for you to achieve optimal level of performance. Resources such training manuals, implementation guides, privileges to log in and use Company's internal Knowledge Management Portals (KMPs), will be made available to you. Hardware will also be made available to you based on project requirements.

Progress Review

Your manager at ProBPM Inc. will be responsible for conducting and tracking your continuous progress at each project. ProBPM Inc.'s Human Resources department will also conduct a performance review for all its employees once every year. The performance review will be based on multiple parameters such as employee's effectiveness in performing the project task assigned, employees' efficiency in getting himself trained on the aspects needed to perform his/her duties, his/her overall conduct in terms of meeting the project deadline, he/she is mentoring his/her team etc.

Hiring Decisions

ProBPM Inc. being the employer reserves the rights such as hiring or laying-off its employees, supervising individuals on their project status, provide adequate training required to fulfill the job assigned, transfer the employee based on the project requirements. The Human Resources department will be the advisory and guiding unit to help all its employees attain his/her career goals.

Employer-Employee Relationship

ProBPM Inc. shall have the right to control your work, continue your work on developing its core product(s), work on in- house projects or send you to another client-site to implement its product. This relationship will be maintained throughout your employment period with ProBPM Inc.

Please sign a copy of this offer letter along with the enclosed documents indicating your acceptance and return it to me as soon as possible. If you have any questions regarding our offer of employment, please contact me at (732) 781 -8702 or email : krishna@probpm.com

Welcome to ProBPM Inc.

Sincerely,

Krishna Mellamarthy
Contact Manager
ProBPM Inc. IT Division
EID: 27-3669231
E-verify: 1120576



I accept the terms of this offer and the conditions of employment with ProBPM Inc. and I certify that all the information provided by me to ProBPM Inc. regarding my previous employment is true and complete.

I understand that falsification, misrepresentation or omission of pertinent facts may result in the termination of my employment. I further agree to and understand that my employment at ProBPM Inc. is for no definite period and may be terminated by the company, without previous notice, and with or without reason. I also understand that no one has the authority to promise continued employment except in writing, signed by the President of ProBPM Inc.

Employee Sign

Date