



Name : admin  
Adhaar Card Number : 5695988555  
Nationality : nationality  
Mobile Number : number  
Email : email

Dear Mr. **admin**,

On behalf of The Thought Factory, I am very pleased to offer you the position of PHP Developer. I am confident that you will find working with The Thought Factory a rewarding and educational experience and an opportunity to grow your career. This offer letter clarifies and confirms the employment with the company

**Start Date & Salary:**

Your joining date will be the 25<sup>th</sup> November 2020 & the starting salary will be INR XX,XXX.XX per month.

**Probation Period:**

You are required to undergo a probationary period of six months. During the probationary period, the notice period required to terminate employment by either parties shall not be applicable. Upon your successful completion of probation period, the notice period shall be 30 days. Your compensation shall be reviewed upon successful completion of your probation period.

**Hours Of Work:**

Your official working hours are 09:30 am to 06:30 pm, from Monday to Friday & from 11:00 am to 04:00 pm on Saturdays. You may take one or more break times during working hours for rest, meals, smoke breaks or prayer purposes provided that all breaks combined shall not exceed 1 hour.

**Code of Conduct:**

**Confidentiality of Information:**

You have a contractual responsibility to safeguard any confidential or sensitive information to which you will have access during your employment. You should not, during or after termination of your employment, disclose such information to any person within or outside The Thought Factory. accept in a handover to colleagues who require such information in the proper course of their duties.

You should not make personal use of any confidential information which you have acquired in the course of your duties relating to client data, contracts, price calculations, designs etc. Also any confidential information should not be used for the self-benefit or any other person.

**Outside Business | Employment | Services:**

You are not permitted to engage in any outside business/employment/committee membership/service during your employment with The "I bought Factory irrespective of whether there is any reward or not.

**Additional Provisions:**

The terms of your employment, if you accept this offer, will be defined by this offer letter. This contract supersedes any previous discussions or offers. Any additions or modifications would have to be in writing and signed by you and the Managing Director of The Thought Factory.

**General:**

Please affirm your acceptance to the above by signing this document and returning it to The Thought Factory, on or before the 19<sup>th</sup> November 2020, upon which date this offer will expire.

We are very excited about your joining The Thought Factory. I hope that you will accept this offer and I look forward to a productive and mutually beneficial working relationship. Please let me know if I can answer any questions for you about any of the matters outlined in this letter.

Welcome aboard The Thought Factory

Sincerely,



Hr Name,  
Human Resources  
Company Name



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### ACCEPTANCE

I accept employment with The Thought Factory under the terms and conditions set forth in this letter:

Date

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Signature

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Printed Name

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