



Wednesday, August 14, 2019

KARTHIKEYAN R

CHENNAI

Dear KARTHIKEYAN,

We are pleased to offer you employment as **"Software Engineer"** at Grade **'T4'** in our organization as per the terms and conditions mutually agreed in the interview you had with us.

Your compensation package is as given in Annexure-A, attached herewith. A detailed employment agreement/appointment letter containing the terms and conditions of employment, which are discussed with you during your interview with us, will be issued to you subject to your completing all the joining formalities and submission of all necessary documents as mentioned in Annexure-B. In case of any changes to the India statutes like PF, ESIC, Gratuity, Statutory Bonus etc., your compensation can be restructured at any point in time protecting your AICTC (All inclusive Cost to Company).

You will be required to undergo various specialized training which the company may arrange for you from time to time. You will be required to work on any project/assignment in India or abroad on which the company may depute you from time to time. Unless otherwise communicated to you in writing, your place of posting under this appointment letter shall be Chennai. You are liable to be transferred/ deputed to any of the company's existing or new subsidiary companies, associated companies, partners, sister companies, client site etc. as per the business exigencies. Towards this, if you are deputed overseas, you will be required to sign 'Overseas Travel Agreement' and provide necessary guarantees. In the event of your transfer to another Lionbridge location, your employment would be governed by the terms and conditions applicable in that geography.

This offer is subject to your signing of non-disclosure agreement, training/service, overseas travel agreement(s) requiring you to serve the company for specified period(s) in the event that you are deputed on the company's project/assignment abroad and/or in the event that you are given training by the company for any purpose in India/ abroad. Please go through the terms of the employment agreements before accepting this offer. We will be pleased to clarify any queries that you may have.

You will not take up employment directly or indirectly with the clients during the period of your deputation and one year thereafter. To this effect, you will be required to sign a non-solicitation of business and employees and non-competition.

You will observe working hours/shift timings as communicated to you by your superiors from time to time depending on the exigencies of work.

Your appointment is confirmed from the date of your joining us but subject to your completion of all joining formalities and submission of documents as per Annexure B, attached herewith. During your employment, either party can terminate your services by giving two month's notice in writing, or pay in lieu thereof, as per our exit policy.

The Company, however, reserves its right to terminate your employment by giving two month's full salary in lieu thereof. The

Company reserves its right to recover an amount equivalent to two month's full salary on a pro-rata basis, if you fail to give the Company, required notice of your intention to terminate your employment. During the notice period, you will not be entitled to avail any kind of leave. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period in the event of you initiating the separation/submitting the resignation.

Irrespective of the above, your resignation will be accepted only if you complete all the tasks already assigned to you. Relieving/Service letter would be issued to you only if you complete the exit formalities and handover full charge of the work to your manager or any person designated by him. Notwithstanding anything aforesaid, in the event that you execute a service agreement or other agreement(s), the terms of such agreement(s) shall always prevail.

You will be governed by all the rules and regulations of the company in force and as applicable from time to time. You will abide by the terms of your appointment and non-compliance of any of the terms mentioned above will invite disciplinary action. You will be responsible for safekeeping and return in good condition and order all our property, which may be in your use, custody, and charge.

Your employment with the company and continuance thereof is subject to your satisfactory reference & background checks. If, at any time, in the opinion of the Company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the Company, as detrimental to its interests or of violation of one or more terms of this appointment, your services may be terminated without notice.

The above terms and conditions are subject to amendment from time to time. If you agree to all the above-mentioned terms and conditions, we request you to confirm your acceptance of this offer by returning to us the duplicate of this letter duly signed by you.

Welcome to the Lionbridge family. We look forward to a long and mutually beneficial association with you.

Yours truly,

for Lionbridge Technologies LLP.,

**Mini Philip**

**Head - Human Resources**

**Encl:**

- Compensation Package (Annexure - A)
- Documents required at the time of joining (Annexure - B)

**Acknowledgement and Acceptance**

I hereby accept this offer of appointment on the above-mentioned terms and conditions and agree to abide by the rules and regulations of the company as are in force from time to time. The above terms, NDA, training/service and overseas travel agreements have been read and understood by me before signing this letter. I further understand that this offer letter is not valid if I do not join on or before **12-September-19**.

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Signature

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Date