

Appointment Letter

Date: 05th April, 2017

Ref. ID: Ref/CSS/2305

Ms. Philomina S
D/O. Sunder Raj,
Sampangi Shetty Building,
Jannapura, Bhadravathi,
Shivamogga-577301,
Karnataka.

Greetings from Cynosure Software Solutions Pvt. Ltd.!

Dear **Philomina**,

Congratulations! We are pleased to offer you the employment at **Cynosure Software Solutions Pvt. Ltd.** on the following terms and conditions.

1. Your start date of employment with us will be effective from **24th April, 2017**.
2. You are appointed as **MIS Executive**.
3. You will be initially posted at **Hyderabad**, However, during employment with the Company, you may be posted/transferred to any other Sector or Branch needed as per requirement.
4. You will be paid **Rs. 1,95,000/-** (Gross per Annum), payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Cynosure Software Solutions Pvt. Ltd. Compensation Structure:

Salary Particulars	Monthly (Rs.)	Annually (Rs.)
Basic	8,125	97,500
House Rent Allowance	3,250	39,000
Travelling Allowance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	2,825	33,900
Fixed Compensation	16,250	1,95,000
Annual Incentive Pay*		00
Total Cost To Company(TCTC)		1,95,000

Level 6, Divyasree Omega, Hi-tech City Road, Hyderabad-500081.

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On joining you will be required to furnish:

- A. Relieving letter and Experience Certificate from your previous employer.
 - B. Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the previous employer.
 - C. Three Latest Passport size photographs
 - D. Educational Qualification Certificates(SSC, Intermediate, Graduation & Post Graduation).If applicable
 - E. Birth certificate.
 - F. Signed copy of **Cynosure Software Solutions Pvt. Ltd.** appointment letter.
5. You will observe 5 days a week i.e. Monday to Friday, starting at 9:30 a.m. and ending at 06:30 p.m. **(Timings may change as per the client mandate/work requirement).**
 6. The Company follows a strict time schedule and late comings are discouraged unless otherwise notified by you in advance. Late marks will be accorded to you for every 3 late entries; one day will be marked as absent.
 7. You will be entitled to leave benefits as per Company's policy / applicable to your category of employees.
 8. Absence for a continuous period of 10 days without prior approval of your superior would result in losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
 9. The Company shall notify a list of declared holidays at the beginning of each year.
 10. Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the management.
 11. Performance review program will be conducted once in a year.
 12. You are required to comply with the policies and procedures of the company as varied from time to time. Failure to comply with the policies of the company may result in disciplinary action. You will receive a Code of Conduct and copies of the company policies as part of your induction. All employees are expected to comply with these policies and procedures.
 13. The Company reserves the right to terminate your employment for just cause at any time without notice and without payment.
 14. Either party can terminate the employment by providing 30 days' notice in prior.

15. You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

- A. You will be responsible for the safekeeping and return in good condition and order all our property which may be in your use, custody, and charge.
- B. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. The collection, storage, access to and dissemination of employee personal information will be in accordance with the company's privacy rules.

We at **Cynosure Software Solutions Pvt. Ltd.**, congratulate you on your appointment and wish you a long and successful career with us.

We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

If you are in agreement with the above outline, please sign below.

For **Cynosure Software Solutions Pvt. Ltd.**,



Chitra Sharun
HR Executive
HR – Department
hr@cynosuresoftware.in

Acknowledgement: I have read, understood and agree to the terms and conditions as enumerated above.

Signature : _____

Date : _____/_____/2017