



## OFFER LETTER

TO WHOM IT MAY CONCERN

15/11/2023

**To,**  
Nishil Das P K  
Parappakunnumal House  
Parappanangadi  
Chettipadi PO- 676319  
Malappuram, Kerala.

Dear **Mr. Nishil Das,**

Congratulations! We are pleased to confirm that you have been selected to work for the position of **Content Writer** at Seclob Technologies, Calicut with an annual salary of **204000/-** INR. Your exceptional qualifications and experience have greatly impressed us, and we believe you are the perfect candidate, and your abilities and experience will be the perfect fit for our company.

**Position:** Content Writer

**Date of Joining:** 21<sup>st</sup> November 2023

**Location:** Head office Seclob Technologies, Calicut

**Reporting to:** HR Manager

**Package:** 204000 INR per Yearly

In this role, your responsibility includes crafting engaging and compelling content adhering to brand guidelines and tone. Research, write, and edit various content formats such as articles, blogs, and social media posts to drive audience engagement. Additionally, collaborating with the marketing team to align content strategies with organizational goals will be a crucial aspect of your role.

## **Annexure**

### **Terms and conditions of Employment**

- Working hours for Customer Support is 24\*7. There will have 3 lunch breaks, morning-11:00 am - 11:15 am, Afternoon- 45 minutes, (Employee can take break based on requirement), and Evening - 4:00 pm-4:10pm.
- All Employees are expected to be punctual and reach office on time. Working hours will be 9:15Am - 6 Pm. After 9:20am it would be marked as late.
- The salary date is in between 5<sup>th</sup> – 10<sup>th</sup> of that Particular month.
- The company grand's 12 holidays to its employees in a year coinciding with different religious and important days of the country.
- Leave should be sanctioned prior to 4 days if an employee proceeds on leave and should be presented to HR department. The leave application without approval will be considered as loss of pay form.
- Immediate leave on uncertain situations like death, sick, accident, etc.... are allowed.
- Use of mobile phone, social media and unnecessary talks during office time is strictly prohibited.
- If any Employee wishes to leave from the organization, he/she should survive one month notice period and submit resignation letter duly approved by HOD and complete all formalities and must return all the company assets to management/ HOD/ HR.
- Six months bond is mandatory.
- All employees have to submit Higher Qualification Certificate.
- Candidate has to survive one month notice period and apprise resignation prior one month.
- For Immediate exit candidates has to repay one month salary.
- Office premises should be kept clean
- Mobile phone expense will be payable to sales Executives, Customer support and Manager
- months in the company.
- Maternity leave is applicable if an employee has completed at least one year of service.
- The probation period for freshers is three months, while experienced candidates undergo a one-month probationary period. The Seclob shall have right to terminate your service without any notice

- To encourage performance of the employees, company has an increment policy. This will be applicable to those employees who complete 12 months of service with the organization. And there will be only one time salary hike per year.
- All the employees should wear Employee ID, while enter to the concern.
- Employees shouldn't have the right to manipulate / stole / misuse of file software's or any other office premises.
- Any act of indiscipline/Misconduct /Alcoholism/Unprofessional Behavior in the organization cannot be tolerated by the company and can attract termination and immediate dismissal without any notice, costs or Benefits.
- at the time of probation employee will not have access to leave or additional benefits and If the employee discontinuing during probation are liable to reimburse the expenses except salary.

This offer is contingent upon the successful completion of any background checks or reference checks that may be required. Please review the terms and conditions of this offer carefully. If you accept this offer, please sign, and return a copy of this letter by 18<sup>th</sup> November 2023. To commence your work on 21<sup>st</sup> December 2023, please report to HR Manager at 9 AM for the documentation and orientation.

We are excited about the opportunity to have you lead as Content Writer and contribute to our organization's continued success. If you have any questions or need further clarification, please do not hesitate to reach out to us.

Sincerely,

**Safna K**

**HR Manager**

**Seclob Technologies, Calicut.**

**Acceptance:**

I Nishil Das, hereby accept the offer of employment for Content Writer at Seclob Technologies, Calicut under the terms and conditions outlined in this offer letter.

**Signature:**

**Date:**