

**Date: 08/10/2018**

**Solanki Ranjani Vadansinh**

**Address: 140/7 CHH Type, Sector -16, Gandhinagar - 382016**

**Contact Number: 8347794951**

### **Subject: Appointment Letter**

Dear **Ranjani**,

With reference to your interview dated **5<sup>th</sup> October, 2018** and the discussions you had with us, we are pleased to appoint you as "**Education Counselor**" for our company with effect from dated **8<sup>th</sup> October, 2018** on the following terms and conditions:

#### **Salary:**

Your salary will be paid a total remuneration (Gross Salary) of Rs. **10,000/- (Rupees Ten Thousand Only)** per month. The Mentioned salary will be effective from **8<sup>th</sup> October, 2018**.

#### **Payroll:**

Salary is calculated on 1<sup>st</sup> of the month for the last completion month and it will be given on next 10<sup>th</sup> of the month.

#### **Probation:**

Probation period will be for **3 months** from the date of joining. During this probation no leave will be allowed. After the completion of probation period an employee would be earning **1 leave** per month and national holiday leaves decided by the organization.

#### **Notice Period:**

This appointment can be terminated by giving one-month notice on either side or payment in lieu of shortfall in this notice period. In case of any breach of trust, your appointment may be terminated by the Company without any notice.

**Working Hourse:**

- Monday to Saturday: 9:00 AM to 6:00 PM will be the working hours.(The Company reserved the right to change your working days and hours).
- Employee must be punctual in attendance. In case of delay this must inform to the consultant person else the amount will be deducted from the salary as per the company norms.

**Place of Duty:**

You will be posted at CG Road, Ahmedabad-380006 location. You may however be required to work at any place of business which the Company has, or may later acquire.

**Nature of Duties:**

- All employees should wear formal dress attire and ID Card.
- All documents, Data, work, products etc. during your consultancy with us, shall be sole property of Praxware.
- You are expected to work with full efficiency, honestly, commitment and integrity. In case of any breach of trust, your appointment may be terminated by the Company without any Notice. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statues in your area of operations.

**Termination:**

- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the company.
- Your appointment can be terminated by the Company, without any reason, by giving you not less than 15 day's prior notice in writing or salary in lieu.
- The Company reserves the right to terminate your employment by giving 15 days' prior notice, if your performance is not found satisfactory during the probation period.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, Including any samples, literature, contracts, records, lists, drawings, blueprints, Letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**Experience & Relieving Letter:**

Employee will be entitled to receive **Experience & Relieving** letter from the company only if he/she has completed more than **3 months** of service and he/she has provided the notice period of at least **30 days** before leaving the company.

**Acceptance of our offer:**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We hope to have a long successful professional relationship with you and wish you all the very best.

**Sincerely,**

**Director**  
**[Hitesh Kachhela]**

**Declaration:**

I **Ranjani Solanki** have read and understood the above terms and conditions and I accept the same unconditionally.

Sign: \_\_\_\_\_.

Name: **Ranjani Solanki**

Date: 08 /10/2018