

Oct 16, 2023

Joining Letter

Dear Mr. /Ms. **Deepak**

I am delighted to extend my warmest welcome to you as a part of the Kore AI Online Team. This letter serves as confirmation of your joining our esteemed organization, and we are excited to have you on board starting on **9th October 2023**.

We believe that you will play a crucial role in our success, and we look forward to working with you to achieve our shared goals. Please find below a summary of your employment terms and conditions to ensure a smooth transition into your new role:

Employment Terms and Conditions:

Health Insurance Cover:

You will be provided with a health insurance cover with a sum assured of INR 6 Lac, ensuring your well-being and peace of mind.

Leave Entitlement:

You will be entitled to 12 paid leaves per annum.
Additionally, you will receive 5 sick leaves and 2 casual leaves in a calendar year.

Salary Processing:

Your salary will be processed and paid out on the last working day of every month, facilitating financial stability and predictability.

Probation Period:

You will undergo a probation period of 3 months, during which you will have the opportunity to familiarize yourself with our company culture, policies, and your role.

Performance Appraisal:

Our performance appraisal cycle runs from July to June each year, and you will have the chance to showcase your skills and contribute to our organization's growth.

Notice Period:

During the probation period, the notice period is 30 calendar days.
Post confirmation, the notice period is extended to 60 days.

Work Hours Details: The dedicated working hours will be 45hrs per week i.e.; 9hrs a day for 5 days (Mon – Fri).

Special Notes:

As a new member of the Kore AI Online team, you will receive your official email ID and login credentials. You can access more detailed information about your employment terms and conditions on our intranet platform, OKTA. This portal is designed to provide you with easy access to essential company information and resources. You will receive the credentials as soon as you are allocated to your work team.

We believe that your skills, experience, and commitment will contribute significantly to the success of our organization. We encourage you to embrace our corporate culture and values, collaborate with your colleagues, and share your innovative ideas to help us achieve our mission.

If you have any questions or need further assistance, please do not hesitate to reach out to our HR department or your immediate supervisor.

Once again, welcome to Kore AI Online, and we look forward to building a successful and rewarding journey together.

Sincerely,

All the best!



Ankur Gupta

GM, Human Resources