

Offer Letter



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Warm Welcome!!

01 Nov 2020

Kiran Kale
kannad

Dear Kiran Kale ,

Welcome to the **TechnoWings** family.

We are very happy to inform you that you have been appointed as Software Engineer. You will be reporting to **Sonam Agrawal (HR Manager)**. In our Organization Structure you would be in Band **A**.

TechnoWings is engaged in developing quality software for a wide and growing domestic market. We owe much of our success to the dedicated work of all our people, and therefore we strive to make our policies employee friendly. We hope your association with us will be challenging and rewarding.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Emoluments & Perquisites

Your gross salary will be Rs 1,20,000/-per annum. The salary structure is communicated to you in the HR Interview and same can be referred in *Annexure A*

Your salary is personal and confidential information. You should discuss it only with your manager.

2. Working Hours

Being a result-oriented company, we believe in flexible timings. Though the official timings are between 10.00 a.m. and 7.30 p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a six-day week but 2nd and 4th Saturdays are off and the office is open on Sundays, in case you plan to work.

3. Leave

The Company leave benefits include:

Privilege leave of 12 days per year of service, which can be accumulated for a maximum period of thirty days. After the First year in TechnoWings, privilege leave goes up to 16 days per year.

- ☐ Sick leave on a need basis.
- ☐ Ten National & Festival holidays every calendar year. A list of these would be announced every year.

4. What we expect from you

- a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.
- b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.
- c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

5. Termination

We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

In case you leave the organization within one year of joining all expenses incurred by the company on your joining would have to be reimbursed by you.

This offer is valid till 01 Nov 2020. So, kindly ensure that you send the acceptance of the offer i.e., the signed duplicate of this letter at the earliest to. You shall join latest by 01 Nov 2020

The day you join us, please come to our office at 9.30am. One of our members will be very happy to walk you through our facility, familiarizing you with our work culture, guide you through our work environment and introduce you to your team.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again, a very warm welcome to you.

Yours sincerely,

*For **TechnoWings***

Inc. Sonam R

Agrawal

Human Resource Manager

*I accept the above terms and
conditions. My joining date will be: 01
Nov 2020*

A handwritten signature in blue ink, appearing to read 'Sonam R Agrawal', is written over a diagonal line.

01 Nov 2020