



## Project Development And Training Institute

"Hardik Residency", 2nd Floor, Right Bhusari Colony, Behind Reliance Fresh, Kothrud Depo, Pune 411038  
Tel - (020) 2528 0515, Mobile - 97667 50000 / 98609 23474  
Email - TeamTechnoWings@gmail.com

### Experience Letter

18 Jul 2022

Document ID 2021/16

### To Whomsoever It may Concern

This is to certify that Kiran Kalewas associated with **TechnoWings Inc** as a Software Engineer from 01 Nov 2020 to 16 Jul 2022.

During his tenure we found him hardworking and sincere. He fulfilled all the work responsibilities on time. We wish him good luck for his future endeavors.

From



Sonam R Agrawal

Human Resource Manager

Technowings Inc

Pune



## Project Development And Training Institute

"Hardik Residency", 2nd Floor, Right Bhusari Colony, Behind Reliance Fresh, Kothrud Depo, Pune 411038  
Tel - (020) 2528 0515, Mobile - 97667 50000 / 98609 23474  
Email - TeamTechnoWings@gmail.com

### Relieving Letter

18 Jul 2022

Document ID 2021/16

To,

Kiran Kale

With reference to your resignation letter dated on 11 Jul 2022, we hereby accept your resignation and agree to relieve you from the duties on 16 Jul 2022. We confirm that you have worked in our company from 01 Nov 2020 to 16 Jul 2022

The management would like to thank you for your service with the company and we wish you all the best for your future endeavors.

From



Sonam R Agrawal

Human Resource Manager

Technowings Inc

Pune

# **Offer Letter**



Hardik Residency, 2nd Floor, Right Bhusari Colony, Kothrud Depo, Pune-  
411038

- e-mail:

[Info@technowingsinc.com](mailto:Info@technowingsinc.com)

[www.technowingsinc.com](http://www.technowingsinc.com)

*This document is the property of and proprietary to TechnoWings Inc. Pune Contents of this document should not be disclosed to any unauthorized person. This document may not, in whole or in part, be reduced, reproduced, stored in a retrieval system, translated, or transmitted in any form or by any means, electronic or mechanical.*

## ***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 2<sup>nd</sup> and 4<sup>th</sup> 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 the 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