Gentize Innovations Private Limited

123, Tech Park, Electronic City, Bangalore - 560100

Date: 22 December 2025

To,
Mr./Ms. Test Test
Mambakkam

Subject: Offer of Employment

Dear Test,

We are pleased to extend an offer of employment to you for the position of Analyst at Gentize Innovations Private Limited ('Company'). We were impressed with your qualifications and experience, and we believe that your skills will be a valuable addition to our team.

Your tentative date of joining will be 21 December 2025.

This offer is subject to the verification of your credentials and successful completion of any background checks required by the Company.

The terms and conditions of your employment are set out below and in the attached annexures. Please read them carefully.

1. Compensation

Your Total Cost to Company (CTC) will be INR 0.00 per annum. A detailed breakdown of your salary structure is provided in Annexure A.

For Gentize Innovations Pvt Ltd,

Authorized Signatory

Terms and Conditions of Employment

2. Probation Period

You will be on probation for a period of 6 months from your date of joining. Upon successful completion of the probation period, your employment will be confirmed in writing. During this period, the Company reserves the right to terminate your employment with 15 days' notice or salary in lieu thereof.

3. Working Hours

The Company's normal working hours are from 9:30 AM to 6:30 PM, Monday through Friday. However, you may be required to work additional hours depending on project requirements.

4. Notice Period

After confirmation, either party may terminate this agreement by giving 2 months' written notice or salary in lieu of notice. The Company reserves the right to decline the buyout of notice period in case of critical project dependencies.

5. Leaves and Holidays

You will be eligible for leaves (Casual, Sick, and Earned Leaves) as per the Company's Leave Policy. You are also entitled to public holidays as declared by the Company at the beginning of each year.

6. Place of Work

Your initial place of posting will be at our Bangalore office. However, you may be transferred to any other location, department, or branch of the Company as business needs dictate.

Roles, Responsibilities & Code of Conduct

7. Roles and Responsibilities

As a member of our team, you are expected to:

- Perform duties effectively and efficiently as assigned by your reporting manager.

- Collaborate with team members to achieve project goals and deadlines.

- Maintain high standards of quality in your work and deliverables.

- Continuously upgrade your skills and knowledge relevant to your role.

- Adhere to all company processes, methodologies, and compliance standards.

8. Code of Conduct - Do's and Don'ts

Do's:

- Do maintain professional conduct and dress code at all times.

- Do respect colleagues, clients, and partners, fostering a diverse and inclusive environment.

- Do communicate proactively and transparently.

- Do protect company assets and information.

Don'ts:

- Don't engage in any form of harassment, discrimination, or workplace bullying.

- Don't share confidential company information with unauthorized personnel.

- Don't use company resources for personal gain or illegal activities.

- Don't engage in dual employment or conflict of interest activities.

Confidentiality & Acceptance

9. Confidentiality and IP Rights

During your employment, you may have access to confidential information regarding the Company's business, clients, and technology. You agree to keep all such information strictly confidential and not to disclose it to any third party without prior written consent.

Any intellectual property (code, designs, documentation, ideas) created by you during the course of your employment with the Company shall be the sole and exclusive property of Gentize Innovations Private Limited.

10. Acceptance

I, _____, have read and understood the terms and conditions of this offer of employment. I accept the offer and agree to abide by the Company's policies and regulations.

I confirm that I will join on _____.

_____   _____
Signature   Date