



Appointment Letter

HR-APP-LETTER-00002

Job Applicant:	hardik.vyas@swaraa.dev	Company:	swaraa tech
Applicant Name:	hardik vyas	Appointment Date:	12-03-2025
		Appointment Letter Template:	Appointment Letter

Introduction

This Letter is in Reference to our Discussion

Sr	Title	Description
1	Place of Work	Ahmadabad
2	Probationary Period	You will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.
3	Remuneration	Your salary will be Rs. 3,36,000 Per Annum which will be deposited to your company's salary account on monthly basis.
4	Full time employment	Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.



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5	Hours Of work	Your daily hours of work will be 10 hours a day but from time to time you may be required to work additionally unpaid hours that is reasonably required to fulfil your duties. The timing of the office starts at 10:30 am ends at 8:30 pm. In case of being late you required to inform for the record purpose. You might be assigned night shifts at any time as required.
6	Posting & Transfer	Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location
7	Confidentiality	You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.
8	Intellectual Property	If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.



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9	Responsibilities & Duties	Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.
10	Past Records	This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice

Closing Notes

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter as a token and evidence of your acceptance of the appointment.

We wish you a good start of work in our organization.

Sincerely,

For Swaraa Tech Solution LLP
(Authorized Signatory)

I agree to the appointment and accept the above terms and conditions of service.

Name: Hardik Vyas

Signature:



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