



3rd Floor, 3 Cube Towers, White Field,  
Kondapur, HITEC City, Hyderabad - 81  
[www.Hekasolutions.in](http://www.Hekasolutions.in)  
[HeaL@Hekasolutions.in](mailto:HeaL@Hekasolutions.in)

21 September, 2023

To,

**Ms. Hema Bindu**  
**Hyderabad.**

### **LETTER OF EMPLOYMENT**

**Dear Ms. Hema Bindu,**

Further to your meeting with **Heka Solutions Pvt. Ltd.**, We have the pleasure of appointing you to the position of **Associate Developer**. W.e.f **21st September 2023** for an fixed salary of 12,500/month

You will be working as **Associate Developer** in probation for a period of **6 months** from the date of joining. After successful completion of your 3 months' tenure in our organization your performance will be assessed, and you will be offered full-time employment with our organization.

If your performance is not up to our expectation, your employment with Heka Solutions will come to an end post completion after the probationary period.

### **EMOLUMENTS**

You will keep your emoluments confidential during your tenure with the organization and will treat all information on this subject as strictly confidential and shall not be divulged by you to any other person within or outside the organization except with the undersigned. Any breach of this condition would be viewed seriously.

### **LEAVES**

You will be entitled to one leave for every completed month of services during the period of Internship.



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## **PROHIBITION OF DOUBLE EMPLOYMENT**

You will not engage or entrust yourself or accept directly or indirectly any employment with any other company, firm, association, or concern. You will not indulge in any business/consultation of your own while with the organization unless an agreement is made in written.

## **RULES AND REGULATION**

You will be governed by the rules and regulations applied by the organization from time to time.

## **CODE OF CONDUCT**

You are expected to follow the rule of conduct that protect the interest if the organization and safety of all employees and conduct in an acceptable manner that does not violate orderliness at the workplace.

## **NOTICE PERIOD**

This contract of employment is terminable, without reasons, by either party giving three months' notice on confirmation. Heka Solutions reserves the right to accept this resignation as per Employment Service Agreement signed at the time of joining. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the period mentioned in the employment agreement.

## **CHANGE IN PERSONNEL DATA**

You shall be solely responsible for notifying any change in personnel data to human resources department i.e. Personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such information should be accurate and current at all times. Personal status information that must be kept current includes family status (birth, marriage, death, divorce).



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Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication.

You shall sign the confidentiality and Non - Disclosure Agreement with the organization as per the rule of the company that may be laid down/modified from time to time. Please return the duplicate copy if this letter duly signed on each page in token of you having clearly understood accepted and agreed to abide by the terms and conditions as referred above.

**For Heka Solutions Pvt. Ltd.**

**Prashanthi Manchukonda**

(This is an electronic offer doesn't require Signature)

I accept the offer on this the \_\_\_\_\_ day of \_\_\_\_\_ year  
\_\_\_\_\_

Name:

Signature with date:

Address: