

APAS & Co

CHARTERED ACCOUNTANTS

Office
Nalghar Chowk,
Raipur, CG 492001
Tel/Fax: 0771-4048608, 9826123598
ankush@apas.co.in

1st April 2021

Hi Hussain,

It was a pleasure working with you for all these months. As discussed, and further to our communication, we are pleased to roll out an offer of appointment on behalf of company Accountant Workspace (California USA, based company) in the position of "Developer", subject to the following conditions:

1. This offer is effective 01-Apr-2021.
2. Our headquarters would be in Chennai. But you can continue working from home for good until and unless there is a need to travel to Chennai for official purposes.
3. A monthly gross salary of **INR 19,000/-** would be paid to you in compensation for this employment.
4. Any bonuses / reimbursements / increments would be provided on our discretion, based on merit / performance, to be evaluated at the end of the financial period.
5. As informed, we are in the process of registering the company and a formal offer letter and salary statements there on would be provided to you once the process is in place.
6. Weekly Holiday Policy: You are entitled to a leave of 2 days during the 2nd and 4th week of the month and 1 day during the remaining weeks. The days would be mutually decided between us.
7. Annual Holiday Policy: You would be entitled to 10 holidays as listed in annexure A
8. Compensatory day off: In lieu of working on any of the official leave and / or holidays (listed in 6 and 7 above), you can take off on any of the other working days based on mutual discussion.
9. Sick Leave: If you fall sick / in cases of emergency, please inform us and take the day off. If more than 3 days, require to submit a doctor's certificate

Please formally "Accept" or "Reject" this offer of employment. As you accept the offer, please share the following:

1. All your educational marksheets and certificates (X, XII, Engineering Marksheets and Degree Certificates)
2. Proof of identification and address (Aadhar Card)
3. Cancelled Cheque Leaf / Bank Details that we could use for processing salary

Should you have any further questions or clarifications, please get in touch with me. I would like to take this opportunity to welcome you on board and look forward to a mutually rewarding association.

APAS & Co

CHARTERED ACCOUNTANTS

Office

Nalghar Chowk,
Raipur, CG 492001
Tel/Fax: 0771-4048608, 9826123598
ankush@apas.co.in

Thanks,

Nidhi Jain

On behalf of Accountant Workspace
(www.accountantws.com)

Annexure A: List of Holidays (4 highlighted are national holidays, 6 out of the remaining 10 can be selected as Regional Holidays)

1. New Year (1-Jan-2021)
2. Pongal (14-Jan-2021)
3. Republic Day (26-Jan-2021)
4. Good Friday (2-Apr-2021)
5. Tamil New Year (14-Apr-2021)
6. May Day (1-May-2021)
7. Ramzan (13-May-2021)
8. Independence Day (15-Aug-2021)
9. Janmashtami (30-Aug-2021)
10. Ganesh Chaturthi (10-Sep-2021)
11. Gandhi Jayanthi (2-Oct-2021)
12. Dushhera (15-Oct-2021)
13. Deepavali (4-Nov-2021)
14. Christmas (25-Dec-2021)