



## Appointment Letter

To:  
Mr. Murali R  
No.3/13, Alacheri  
Karnavur Post  
Mannargudi (Tk)  
Thiruvavarur (Dt) - 614014

Chennai  
17<sup>th</sup> March 2020

Dear Mr. Murali R

We are pleased to appoint you as 'Trainee - Software Engineer' with effect from:  
09<sup>th</sup> Mar 2020.

1. You will be on probation for a period of 12 months.
2. Confirmation of your services is subject to your satisfactory performance. The probation may be extended or reduced which will be at the sole discretion of the top management.
3. If the company requires you to travel within or outside India on a short term or long term basis, you are expected to travel and fulfill your responsibilities. The expenses of such a travel will be taken care of by the company and you will be adequately compensated as per the company's rules.
4. You will adhere to the official work days and timings communicated to you by your manager.
5. You will serve a notice period of 2 months in the event of your exit from the company. Waiver of notice period cannot be negotiated by you and will be at the sole discretion of the company. If the termination of your services is initiated by the company, 2 months notice will be given or you will be paid basic pay (as on the date of termination) for 2 months as termination pay.





6. However, if the termination is due to breach of discipline like leakage of company's confidential information, misappropriation of company funds, misuse of company property, misbehavior, sexual harassment, sabotage, etc, termination will be immediate without any notice. In such cases, termination pay will not be given.
7. You are expected to maintain extreme confidentiality about the company's matters and any breach will be subject to legal action. Your output automatically becomes the intellectual property of the company. You will not make illegal copies of software or copy any material to take it outside the organization.
8. Please refer to the Annexure-I of this document for your salary details.

This appointment is in good faith that the information provided by you is correct. If it is found that any information provided by you is incorrect at any given point in time, disciplinary action will be taken. We welcome you to Agaram Technologies and look forward to a long and mutually beneficial association.

Best Regards,

**Mukunth Venkatesan**  
Director/CEO





## Annexure – I

### Salary details

Name: Murali R

Designation: Trainee - Software Engineer

Date of joining: 09<sup>th</sup>-Mar-2020

Earnings		Deductions	
Basic	7200.00	Employee's contribution PF	864.00
HRA	3600.00	ESI	131.00
CCA	1800.00		
Conv.	1600.00		
Other allowances	3270.00		
<b>Monthly Gross</b>	<b>17470.00</b>	Total Deductions	995.00
		<b>Monthly Take Home</b>	<b>16475.00</b>

Annual Cost to Company (CTC)	
Monthly Gross x 12	209640.00
Employer's contribution of PF	10368.00
<b>Total</b>	<b>220008.00</b>

Effective date of next appraisal: After completion of One Year

### Employee's Acknowledgement

I received this document in original and I accept the terms & conditions.

Date of joining: 9-3-2020

Employee Name: Murali R

Employee Sign: Murali

