

OFFER LETTE

Date:

Dear

We are pleased to extend an offer for the position of Education Counsellor at Firstvite E-learning Pvt. Ltd. We are confident that your skills and experience will contribute significantly to the growth and success of the organization.

Joining Date:

As discussed, your joining date will be

Compensation:

Your total Cost to Company (CTC) will be as follows:

- For the first admission, your compensation will be 5,000.
- For each subsequent admission, you will be paid 2,000.

Your monthly salary will be determined based on the number of admissions. Salary payments will be made between the 10th and 15th of every month. Please note that your salary details are confidential and you are not permitted to disclose them to any other employee of the company.

Probation Period:

Your performance will be evaluated during the seven days of your probationary term.

A

performance review will be carried out at the conclusion of this time to decide whether to keep you on staff. You won't receive any compensation if you quit the company without telling anyone.

Company Assets & Confidentiality:

Upon leaving the company, you are prohibited from taking any company property, data, blueprints, databases, documents, or any copies of such materials, regardless of their form. This applies to all materials related to the business of the company or any of its subsidiaries.

Notice Period and Exit Policy:

In case you decide to leave the company voluntarily, you are required to provide a 7-day notice. If you fail to do so, you will not be entitled to an experience letter or final salary payment.

Termination Policy:

The company reserves the right to terminate your employment with a 6-day notice (or payment in lieu) if there are reasonable grounds to believe that you have engaged in misconduct, negligence, or any serious breach of contract or have caused any loss to the company.

Please confirm your acceptance of this offer by signing and returning a copy of this letter. Should you have any questions or need clarification, feel free to contact us via email.

We look forward to having you on board!

Best regards,

HR

Dishant Gautam

Firstvite E-learning Pvt. Ltd.

Email: info@firstvite.com.