



## Probationer Letter of Appointment

Dear Gunjan kalita,  
Welcome to **Alegra Labs**

I am pleased to confirm that the board of **Alegra Labs**, has appointed you as the Probationer of **Alegra Labs**. I am writing to set out the terms of the appointment.

As a Probationer, you will be entitled to a monthly remuneration of Rs 20,000/- (Rupees Twenty Thousands only), which indicates cost to company. Your salary will be reviewed every 6 months.

You shall receive your payment on or before the 7th day of every month. Leave and other company policies are available in the company's EMS (Employee Management System). A hard copy of company policies is also provided to you. These policies are reviewed and posted at our EMS from time to time by the management of **Alegra Labs** for your benefit. You shall abide by the terms and conditions of the standing orders and the rules of the company as in force from time to time.

Your signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining **Alegra Labs** on the given date.

I am looking forward to working with you.

**Appointment Accepted by:**

**Sincerely**

**Mr. Gunjan kalita**

**Jay J. Das,**  
**Managing Director, Alegra Labs**  
**Date:05/01/2018**