



Offer Letter

Date : {{date}}

To,

{{name}}

{{city}}

{{address}}

Dear {{name}}

This is a reference to your application and subsequent interview you had with us; we are pleased to offer you a position of in our company **Winway Creators India Pvt Ltd** subjected to following employment terms and conditions.

Designation	: Web developer
Date of Joining	: {{dateOfJ}}

Any kind of damage caused by you to the company assests you will be responsible for it and the amount will be deducted from your salary.

Please carry the below mentioned documents on the date of your joining and submit the same to the Company Human Resource Manager

1. Pan card Xerox Copy
2. Aadhar card Xerox copy
3. 3 Passport Size photos
4. Graduation Certificate Xerox

We are happy to welcome you to Winway Creators India Pvt Ltd.

Winway Creators India Private Limited Policies

This is to acknowledge all the staff members of Winway Creators Private Limited, to here by abide by the below mentioned Rules, terms and Conditions of the company.

1. Timings:

- o Office operates from 10:00 am to 6.30 pm. (Subject to: every day, the team should contribute efficiently; else you are bound to continue your work half an hour additionally).
- o All the staff members should settle down, and start your work by 10:05am, who ever are reaching office post 10:05 am, 3 late comings will be marked as 1 LOP (Check in Timings should be relevant to Biometric).
- o No staff members are allowed to have their breakfast after reaching office. You can have your breakfast at office, if you're able to come back to your respective work stations by 10.00 am sharp.
- o Lunch Hour starts from 1:30 pm till 2:10 pm, every staff member should and must settle down in their work station sharp by the said time.
- o Since winway is operating at two branches (Begumpet, Hyderabad & Punjagutta, Hyderabad) Candidates are bound to work in branch, other than their respective working branch, as per the management decision, which will be temporary or permanent due to unavoidable business operation conditions.

2. Leaves and Permissions:

- o Candidate is not entitled for any kind of leave for the first 3 months from their date of `joining. If Management feel their presence in the office seems very irregular in their first 3 months of service, they will take matters into their hands and terminate the candidate and He/she is not entitled for any kind of salary or incentives.
- o All the staff members should and must take permission from the HR about their Leaves and permissions before day. Any staff member who is informing about their permissions and leaves in the morning hours, they are entitled to face one and half day LOP for Leave and Half day LOP for permissions
- o If candidate have to take long leave i.e. leave for more than 1 day, he/she has to take permission from the HR through mail communication only. If mail has not been sent about their leaves, candidate has to face 2 day LOP for single day leave.
- o Casual leaves are allowed to candidates, to only who have completed 3 months in their assigned job role. If any candidate who is not eligible for casual leaves, will have to face 1 day LOP.
- o Staff members who are eligible for casual leaves, will be assigned 1 casual leave per month which should be utilized in the same month. Casual leaves will be not carried forward or cannot be encased.
- o No candidate is allowed to take leave before day and after day of the company declared holiday or any festival or any public holiday. Candidate is entitled to face the LOP'S decided by the management, if He/she has not followed the above rule.

3. Discipline:

- o No staff members are allowed to roam around office premises or chatting with fellow workers during working hours. Discipline and obedience towards company's management is must. Using your Personal Mobile phones and using office phones for personal use is strictly not allowed, if found, instrument will be confiscated and the candidate will be terminated on the disciplinary grounds and He/she will not be entitled for any kind of salary and incentive.
- o Any damage caused to the office equipment, will be recovered from the responsible staff member's salary.

- Candidate should not bring His/her personal issues to the office and should not willingly involve office staff into their personal matters. If found so, candidate will be terminated immediately and he/she will not be entitled for any kind of salary or incentive.
- If any candidate is found communicating office matters and office data to anyone outside the office, He/she will have to face legal proceedings and will be terminated immediately and will not be entitled for any kind of salary or incentive.

4. Resignation policy:

- Candidate should intimate the Human Resource manager before 1 month, before the date of the resignation. Full and final settlement will be processed if applicable, only after 45 days from the date of the resignation submitted to the Human Resource Manager.
- Post Resignation, Full and final settlement will be processed to the candidate only if there are good number of files for login and based on the business output of that particular month. Also, candidate needs to be regular during that particular month or during the period observed as the notice period.
- Any Candidate who had absconded from the company or who has not submitted or intimated about their resignation, according to the company policy, He/she will not be entitled for any kind of salary or incentive.

5. Salary:

- Company will process the salaries on 10th of every month to all the staff members.
- Salary hikes will be decided by the management as and when it is seemed to be required by the management.
- If any candidate claims that he/she has experience and the salary offered or demanded is based on their previous employment package and experience, should and must prove their experience in their role at the company. By failing to do so, management will have the right to reduce their salary package from the salary offered at the time of joining as and how much it is felt appropriate.

6. Termination Policy

- If any candidate's performance seems unsatisfactory to their assigned roles, or if the candidate's presence in the office seems irregular, or if any of the above policies (Para 1 to 5) has not been followed by the candidate, He/she will be terminated immediately and will not be entitled for any kind of salary or Incentive.

The company policies are designed and implemented by the management to treat all the candidates equally without any difference and to run the business operations smoothly. Hence it is applicable to all the candidates who had acknowledged the above policies. For any Details please contact our human resource Team at hr@winwaycreators.com

Regards,

{{hrname}}

(HR Executive)

Mobile: +91 {{9030227331}}

WINWAY CREATORS INDIA PRIVATE LIMITED

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