



# AdlerTech Innovations (OPC) Private Limited

## Appointment Letter

Dear Suraj Khot,

We are pleased to offer you the position of **WordPress Developer** Full-Time Remote at **AdlerTech Innovations OPC Private Limited**, effective **2 April, 2025**. We are excited to have you join our team and look forward to your contributions. Below are the terms and conditions of your appointment:

**1. Job Role & Responsibilities:** As a WordPress Developer, your responsibilities will include, but are not limited to:

- Designing, developing, and maintaining WordPress websites and plugins.
- Optimizing website performance and security.
- Ensuring responsiveness and cross-browser compatibility.
- Collaborating with designers and other developers to enhance user experience.
- Troubleshooting and resolving technical issues.

**2. Salary & Benefits:**

- **Monthly Salary: Rs.22k** (subject to tax deductions as per applicable laws).
- **Payment Mode:** Bank Transfer
- **Payroll Cycle:** 2nd Day of every month.
- Other benefits as per company policy.

**3. Working Hours & Leaves Working Days:** Monday to Saturday

- **Working Hours:** 10 am to 6 Pm
- **Leave Policy: Sick Leave:** 1 days per month
- **Public Holidays:** As per Company Decision
- Any additional leave requests are subject to approval.

**4. Asset & Security Policy:**

- You may be provided with necessary work-related assets such as a laptop or software licenses.
- All company-provided assets must be used strictly for work-related purposes.
- You are required to maintain confidentiality regarding company projects and client data.
- Any violation of security protocols may lead to termination of employment.

**5. Probation Period:**

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[ranamote@gmail.com](mailto:ranamote@gmail.com) | [www.techadler.com](http://www.techadler.com) | CIN - U72900PN2020OPC194593



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- The initial probation period will be three 3 months from the date of joining.
- During this period, your performance will be assessed, and the company reserves the right to extend or terminate the probation period based on performance.
- Either party may terminate employment during the probation period by giving 15 days' written notice or salary in lieu of notice.

Upon successful completion of the probation period, your employment will be confirmed in writing.

## 6. Salary Hike Policy:

- Salary revisions will be subject to performance evaluations and company policies.
- Employees will be eligible for a salary hike after 8 months of continuous service.
- The percentage of the salary hike will be based on performance appraisals and company financial conditions.

The company reserves the right to modify the salary hike policy at its discretion.

## 7. Termination & Notice Period:

Either party may terminate this agreement by giving 7 days' written notice or salary in lieu of notice.

The company reserves the right to terminate employment with immediate effect in case of any misconduct, violation of company policies, or breach of confidentiality.

If the employee wishes to resign, they must serve the full notice period or compensate accordingly.

Any company assets must be returned before the final clearance and full and final settlement.

## 8. Acceptance of Offer:

Please sign and return a copy of this letter as a token of your acceptance. We look forward to a successful working relationship.

Best Regards,

Ranapratap Mote

Founder & CEO



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Acceptance & Acknowledgment:

I, Suraj Khot, have read, understood, and accept the terms and conditions of this appointment letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

