

Date : 11th Sep, 2023

To
Shraddha Kailas Gaikwad,

Offer Letter

Dear Shraddha,

With reference to your interview you had with us on, we are pleased to offer you the position of **“HR Executive cum Counsellor”** in our organization as per details and other terms and conditions given below:

Designation : **HR Executive cum Counsellor**
Joining Date : **25th Sep 2023**

The Salary Bifurcation and Compensation Details are as follow:

Compensation Details	Monthly	Quarterly	Yearly
Monthly Basic Salary	12,000		1,44 ,000
Annual Salary			1,44,000+ Incentives
Salary will be incremented in 3 to 6 Months depending upon performance.			

1. The Management reserves the right to merge, bifurcate or modify the above salary structure at any time at its sole discretion.
2. Professional taxes or any other taxes need to be paid by the employee as per the policy.
3. You will be on Probation for a period of six months from the date of your joining the organization. The probationary period is liable to be extended at the sole discretion of the management. You will not be deemed to have been confirmed unless you are informed in writing to that effect.
4. In probation period your services can be terminated due to non-performance.
5. You shall have to submit an authentic proof of your age before joining.

6. On termination of your employment:
 - You will return to the management all the papers and documents relating to our business which are at that time in your possession and you will not retain any copy or extract there from.
 - You will not carry on the same business as that of our organization in the same locality where our organization carries on business.
7. You will be bound by the Service Rules, Standing Orders, Settlements and Office Orders enforced by the Management from time to time in relation to conduct, discipline, Medical leave and holidays or any other matters relating to service conditions which will be deemed as Service Rules, Standing Orders, Settlements, Office Orders etc. and will form part of these terms of employment.
8. If at any time during your employment, you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this appointment letter or rules or dereliction of duties and/or instructions given to you from time to time, the management may without any notice or payment in lieu of any notice put an end and terminate your employment with the company/firm/organization.
9. You will not indulge actively or cause any act likely to affect the discipline that is expected from every employee of this company or associate with any such activities which may tantamount to act subversive of discipline.
10. Your offer is being made on the basis of information given by you in your application for employment. In case any information as given by you is found incorrect or concealed at any time, your services will liable to be terminated without any notice or salary in lieu thereof.
11. At the time of joining, you will be handed over Company's personnel policy giving details of office timings, leave rules, holiday's etc.
12. You have to give a notice period of 30 days while resigning from the company.

Wishing you a long association and bright career with us,

Thanking you.
HR Manager
Enosis Solutions Pvt Ltd