Date : 16th Feb 2023

# Offer Letter

**To**

**Nikita Patil,**

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

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| --- | --- |
| **Designation** | **HR Intern** |
| **Salary** | **5,000 per Month** |
| **Joining Date** | **20th Feb 2023** |

1. **The internship can be terminated due to non-performance. If performance is good, then will be promoted to HR Executive in 6 to 12 months. Once promoted will have salary increment and along with that will be applicable to bonus, incentives etc.**
2. 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.
3. 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. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your service and you shall, therefore, continue to be liable for all losses and damages to the management.
4. You will not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.
5. 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.
6. You will report for duty by the **20th Feb 2023.**
7. At the time of joining, you will be handed over Company's personnel policy giving details of office timings, leave rules, holiday's etc.

Wishing you a long association and bright career with us,

Thanking you.

HR-Manager

Enosis Solutions Pvt Ltd