

2024-10-11

APPOINTMENT LETTER

To,
Mr/Ms/Mrs Saksham Dhyani,
Rz-11 Q ext. Uttam Vihar Uttam Nagar
New Delhi
110059

Sub: Appointment Letter - Mr/Ms/Mrs Saksham Dhyani - Junior Developer

Dear **Saksham Dhyani**,

With reference to your application and subsequent interview, we have the pleasure in appointing you as “Junior Developer” in our organization i.e Insparc Technologies Pvt Ltd. as per the terms and condition mentioned here under. We take great pleasure in inviting you to be an integral part of Insparc Technologies Pvt Ltd..

1. **Location:** Noida
2. **Date of Joining:** Your date of appointment as per company records is On 2024-10-08
3. **Monthly Gross Salary:** You will be paid a gross amount of Rs—15000/- per Month.
4. **Probation Period:** You will be on probation for three months, from the date of your appointment. On satisfactory completion of the probation period you will be confirmed in service. If not confirmed after three months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.
 - A. This is a trial period where the technical assistant's performance is evaluated, which will be the first three months.
5. **Working Hours:** Your working hours will be 10 am to 6:30 pm as per the current company policy. The company observes a 6 day per week.
6. **Leave:** You will be governed by the current leave policy of the company for permanent employees.
7. **Travel:** Whenever you are required to undertake travel on company work, you will be reimbursed travel expenses as per company norms.
8. **Responsibilities:** In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per company's performance management system.
9. **Notice period:** This appointment may be terminated by either side by giving one month's notice or one month's salary in lieu of the notice period.
10. **Salary:** The salary structure typically includes a basic salary, your total gross compensation will be as per table below, refer **ANNEXURE - A**.

ANNEXURE - A

Pay Slip

Name of the Employee	{{recipientName}}	UAN	Nil
Employee ID		PF No	Nil
Designation	Junior Developer	ESI No	Nil
Department	IT	Bank Name	BOI
DOJ	21 Aug 2024	Bank A/C No	7xxxxxxxxxxxxx2
Gross Wage	₹ 000000		
Total Working Days	30	Paid Days	30
LOP days	0	Leaves Taken	0

Earnings

Earnings	Amount	Deductions	Amount
Basic + DA	₹ 00000	Professional Tax	₹ 000
HRA	₹ 00000	TDS	₹ 0000
Conveyance	₹ 0000		
Other Allowance	₹ 00000		
Total Earning	₹ 000000	Total Deduction	₹ 0000

Kindly sign this copy of the Appointment Letter as a token of your acceptance of the above terms and conditions and return to the HR Department at the earliest.

Thanking you,

Yours faithfully,

**For Insparc Technologies Pvt Ltd.
(Authorised Signatory)**

+91 9999-89-0192

D 734,0, Kamla Nagar, Agra, UttarPradesh-282005

