

[Company Address Hidden]
PRIVATE & CONFIDENTIAL

Dated: [Date Hidden]

Name: [Name Hidden]
Email Address: [Email Hidden]

OFFER LETTER

Dear [Name Hidden],

We are pleased to inform you that after evaluation, [Company Name Hidden] has decided to extend this offer for employment as "Machine Learning Engineer." This letter sets forth the terms and conditions of the offer, which, if accepted, will govern this employment.

1. You will be joining [Company Name Hidden] as Machine Learning Engineer on [Joining Date Hidden]. Your employment base shall be [Office Address Hidden].
2. You will be reporting directly to any such person as may be designated by the Company from time to time.
3. Your Gross Monthly emoluments will be [Salary Hidden].
4. The first three months will be a probationary period.
5. Your job may require you to travel locally and internationally for business purposes.
6. Your entitlement to traveling expenses is subject to bills and relevant receipts, to be presented/submitted as per company policy. This will be strictly on an as-per-need basis.
7. As per company policy, you will be allowed a leave of 20 calendar days, defined as "10 Annual, 5 Casual, and 5 Sick days." Leaves will be subject to approval from the immediate supervisor.
8. You will be required to provide a minimum of 2 weeks' notice if you wish to leave the company. Any notice required under such a condition can be conveyed by e-mail, courier, post, fax, or in person to the address of the Company or your address, as the case may be, at the respective address contained in this letter or as formally amended from time to time.
9. The Company reserves the right to terminate your services with immediate effect in case you are found inefficient, irregular in attendance, guilty of misconduct, insubordination, or indulging in activities prejudicial to the interest of the Company. If the information

provided by you in your application for the position is found to be incorrect, no compensation will be given for the termination on the above-mentioned grounds. The Company shall be the sole judge to determine any of the above allegations.

10. You shall not disclose the Company's confidential information to anyone outside the company at any time during your employment or after discontinuation of said employment.
11. You shall not accept any other employment, whether part-time or otherwise, with any other person or company, nor engage in any business activity directly or indirectly during your service with the Company.
12. You shall not accept any direct or indirect partnership with any other person or company, nor engage in any business activity directly during your service with the Company. If you have an existing partnership, details should be disclosed before the start date.
13. You agree to be bound by the Company Guidelines, Policies, and Rules of Conduct as amended from time to time, with or without notice.
14. You will be bound to make good any loss or damage to the Company's property caused by your negligence, inadvertence, fraud, carelessness, or any act of omission. The termination of your service may not exonerate you from liability to make good the loss or damage.
15. This letter of appointment shall be governed by the laws of [Jurisdiction Hidden].
16. The terms and conditions of this appointment shall be treated as Strictly Confidential.
17. Please submit copies of your testimonials along with two recent passport-sized photographs and a photocopy of your National Identity Card for our office records.

Please signify your acceptance of the above terms and conditions by signing and returning the copy of this letter to the undersigned. We look forward to welcoming you as part of our team of professionals and are confident that you will prove to be a valuable asset to the Company.

I, [Name Hidden], hereby confirm that I accept the terms and conditions of employment set out above.

Signature: _____

If you have any questions, please contact me directly at [Contact Number Hidden].

Yours Sincerely,

[Name Hidden]
HR Business Partner