

1<sup>st</sup> April 2022

Dear Mr. Nirbhay Kumar Pandey

Further to the interview held recently, we confirm you our intention to offer you employment on the following terms and conditions.

1. **Designation** : Software Engineer
2. **Date of Joining** : 29<sup>th</sup> April 2022
3. **Working Days** : Five days a week
4. **Work Timings** : 8:45 AM -5:15 PM
5. **Gross salary** : Rs 45000 pm
6. **Leave** : Not entitled to any leave during Probationary period of 6 Months.  
22 days paid leave on each completed year of service.

7. You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the organization.

8. Group mediclaim coverage and group personal accident coverage of Rs2lakh per employee

9. If employee leave within 2 years, he/she has to pay 3 months basic salary to the organization

10. Notice period of 2 months applicable as per the separation policy.

**Relocation Benefits:**

- 1.Travel Ticket: .Employee to book the train /Bus ticket and will be reimbursed after joining client place.
2. Temporary Accommodation: At the time of relocation, temporary accommodation in a guest house, at the host location for a period up to 7 days will be provided for employee .
3. Local Conveyance: The Company will reimburse actual expenses incurred towards local conveyance(to and from home / hotel / guest house to office / bus station / railway station) upon producing bills / vouchers during relocation to host location.

In the event an employee separates from services of the company for voluntary or involuntary reasons, within a period of one year from the date of relocation, the entire cost of relocation reimbursed to the employee will be recovered.

Please let us have your acceptance to the above terms by email to process/initiate further steps in connection with your appointment. The formal contract of employment will be released two days before your joining .

Warm Regards,

Shilpa T P

Associate Manager -HR

Processware Systems Pvt Ltd.

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