

Spectrics Solutions

Subject: Appointment Letter

Date: 17 Aug 2021

Rishi Trivedi.

Address: c-1, G.E.B. Colony, Keshavnagar Sabarmati,
Ahmedabad 380005.

Dear Mr. Rishi Trivedi.

It gives me great pleasure to inform you that you are appointed from 17th Aug, 2021 for the position of HR Manager with Spectrics Solutions.

1. Your first one Month Salary will be 12k/month.
2. You will be based at our Ahmedabad office
3. You will perform duties and responsibilities as per the role assigned to you.
4. You shall be allowed to take leave as per the policies laid down in Employee Handbook.
- 5 Increment in the grade will not be given as matter of right or routine. The increment in the will be given subject to your work being efficient and satisfactory in the management's view.
6. You may be posted in any other division in any other capacity or may be transferred to any department or branch offices of the company or any other company or subsidiary organization, if any, when formed or executed or any project undertaken by the company and you will submit to regulations in force that other establishment.
7. During your employment with the company, you will devote your time and attention exclusively to the duties entrusted to you and will not engage directly or indirectly or allow yourself to be engaged to work for any person, firm or company in the capacity whatsoever, nor do an business without obtaining prior permission on Director(s) of the company

8. Please note that if you wish to leave the company at any point, you shall be required to give 30 working days' notice in advance or an amount equivalent to one-month salary shall be deducted from The final settlement. No notice necessary in the event of termination by the company on account of misconduct.

9. In the event of you leaving our company, for any reason, you shall return all the documents, software, papers, floppy diskettes, CDs, tapes, or any other proprietary information on any electromagnetic media, copies of any of the above that rightfully belongs to the company to the authorized person from the company.

10. Your service will be subject to the rules and regulations of the company as may be framed from time to time.

11. You are requested to sign this letter in token to acceptance of the terms and Conditions mentioned above

12. We look forward to your long association with Spectrics Solutions

Thanks,

Managing Director
Yagnik Akhani

Name : Rishi Trivedi

Signature:



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