



Date: **08-11-2022**

To,

**Nufeeja K**  
**Malappuram Kerala**

Dear Nufeeja K ,

We are pleased to appoint you to our organization as **QA Analyst** in the **G99+ team**. Your work will be carried from home. This appointment is contingent on you commencing employment with Growth99 on or before **09-12-2022**.

Your employment with us will be governed by Annexure (Terms & Conditions)

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as proof. We will retain the right to review our appointment of employment.

We congratulate you on your appointment and wish you a long and fruitful career with us. We are firm that your commitment will take us further in our excursion towards turning out to be a good leader. We guarantee you our help for your professional growth and development.

# Annexure

## **1. Your Position:**

You will be employed on the terms and conditions in this agreement, in the role of **QA Analyst**. In addition to any duties allocated by the Employer from time to time your position will involve the duties set out below:

- (a). Managing the ongoing projects
- (b). your other roles and responsibilities will be set up by your Team Leader

## **2. Location:**

Your duties may be performed from Pune/Bangalore Office. Your employment is subject to the satisfactory completion of a probationary period of 3 months.

## **3. Probationary Period:**

Your employment is subject to the satisfactory completion of a probationary period of 3 months.

The probationary period is designed to grant the Employer time to assess whether you are able to fulfill your role with the Employer. During the probationary period, your employment may be terminated by either you or the Employer upon providing the given notice.

## **4. Hours of Work:**

(a) As a full-time employee, you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours to the performance of your duties under this agreement.

(b) You will not be entitled to receive any remuneration for work performed outside of the hours referred to in sub-clause (a) above.

(c). The regular working 9.5 hours of work needed to be completed. Based on your team you may need to work on weekends/after hours if needed

(d). You are bound to work 5 days a week.

#### **5. Salary and Benefits:**

(a). Your monthly salary will be **10,000/- INR ( Ten Thousand only )** .

(b). This salary will be paid monthly in the following into your Wise Account.

(c). You will receive your payment, once the team leader approves your monthly work

**(d) There will be no hike before completing 1 year**

#### **6. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to the automatic termination of your employment.

#### **7. Leave:**

(a) You will be entitled to take monthly leave in accordance with the applicable laws and the leave policy of the company.

#### **8. Company Policies:**

You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

## **9. Confidentiality and Intellectual Property:**

You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of employment.

## **10. Termination:**

(a) During your employment you may terminate this agreement by providing written notice of One month to the other party or You have to pay 1 month salary amount.

(b) Notwithstanding sub-clause (a) above, the Employer may terminate this agreement immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, adoption of new policies, or you are in breach of this agreement.

(c) Company can terminate you anytime with 15 days notice and will not pay if you are terminated or left the company within a month

## **11. Acceptance:**

Please indicate your acceptance of this Letter of appointment and the terms of your Employment contained herein by signing and returning the enclosed copy of this letter to the Employer.

**Sincerely**

*Chanakya Reddy K*  
**HR Manager,**  
**Growth99**



**Nufeeja K**