

**APPOINTMENT LETTER**

**Date: 18<sup>th</sup> January, 2019**

**Mr. Patil Manjunatha Reddy**  
**302, Block C, Sapthagiri Towers,**  
**Sorahunse, Varthur, Bangalore- 560087.**

**Dear Patil Manjunatha Reddy,**

We are pleased to appoint your employment in our organization **Florida Software Solutions**

1. Your designation shall be **DevOps Build and Release Engineer** your salary will be **3,90,000/-** per annum  
(Annexure 'A') including variable based on your performance.

Your employment will commence from **01<sup>st</sup> February, 2019** during which you will render services to our Company at their premises subject to the terms and conditions set forth herein and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.

On the following terms and conditions in this regard. Please find details of the compensation and benefits you are being offered in **Annexure -A.**

**Performance Review**

Your performance shall be reviewed initially for the first three weeks, wherein the feedback will confirm on the continuation of your employment with **Florida Software Solutions**

In case of any termination in the stipulated timeframe on account of non-performance, the Company shall not be liable to make any payments or settle any form of claims towards you.

**Performance Appraisal**

Your performance shall be reviewed at regular intervals and assessed on the completion of twelve months or at such other time as the Management may decide of your joining date with **Florida Software Solutions** and verified in accordance. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

**Posting & Transfer**

Your initial posting will be at “**Bangalore**”. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

**Probation**

You will be on probation for a period of One month. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

**Leave**

The Company provides with 18 paid leaves for every calendar year, wherein the same are reimbursed at the end of the calendar year if not availed.

**Full time Employment**

Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

**Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

**Background Verification**

Your appointment at **Florida Software Solutions** is subject to the satisfactory completion of your background reference check which includes verification of your past employment details based on the documents / information furnished by you and verification of all other documents submitted by you as a reference for your educational qualifications or any other credentials.

In case, you are unable to furnish necessary documents / information required for completing your background reference check or in case you furnish any misleading information or false documents, **Florida Software Solutions**. Reserves the right to terminate your Offer /Appointment irrespective of anything to the contrary in the Company Policies.

**Notice Period**

On resigning during probation from the services of **Florida Software Solutions**. You are required to serve a notice period of 30 days and after being confirmed the notice period to be served is of 30 days as per the policy of resignation and as applicable at the time of departure. In case of shortfall of notice period the relieving and associated process of an individual will be solely Company's decision.

**Termination of employment**

During the probation period and any extension thereof, your services may be terminated by either side by giving one month's notice. The Company may, at its discretion, choose to terminate your services with till date Salary in lieu of notice period.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property / asset, which may be in your possession.

Kindly sign and return a copy of this letter in acceptance of the terms and conditions set out herein.

**For Florida Software Solutions**



**Authorized Signatory**

**Declaration:**

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Sign your name)**

## **Annexure -A :**

### **Salary Breakup Sheet**

Name	Patil Manjunatha Reddy	
Designation	DevOps Build and Release Engineer	
Description	Monthly Gross (INR)	Annual Gross (INR)
Basic	12180.00	146160.00
House Rent Allowance	6090.00	73080.00
Special Allowance	5481.00	65772.00
Medical	1250.00	15000.00
CCA	5899.00	70788.00
Conveyance Allowance	1600.00	19200.00
<b>Total Cost to Company</b>	<b>32500.00</b>	<b>390000.00</b>

### **Documents to be furnished at the time of joining**

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] ,
  2. Intermediate
  3. Degree / B tech
  4. Resume
  5. Passport
  6. Address Proof and pan card
  7. Passport size photographs
  8. Reference letters
  9. if he / she has experience then Last working company pay slips for three months and working Companies relieving / service certificates
- Bank A/C statement for a year