**{{date1}}**

**APPOINTMENT LETTER**

To,

**Mr. / MS / Mrs. {{name}},**

**Emp Code: {{emp\_code}}**

S/D of {{father\_name}}, {{address}}

Welcome to **MasterSoft ERP Solutions Pvt. Ltd, Nagpur**

**Mr. / MS / Mrs. {{name1}},**

Thank You for exploring career opportunity with MasterSoft Family. You have successfully completed our selection process and we are pleased to appoint you as **“{{designation}}”** in our company with effect from **{{date3}}** with the following terms and conditions. This appointment is subject to approval of your Medical Fitness by Company approved Medical Doctor.

1. Your initial total cost to company would be Rs.**{{package}} L.P.A ({{in\_words}} Rupees Only)** Annually.
2. Your salary will be revised after One year per the increment cycle one year as per increment cycle (In January Month of Year 2024) (Next Year in Month) which will be totally performance driven.
3. Notice period for leaving the job is minimum Ninety working days without which no F&F would be done and also appropriate actions shall be taken if fail to honor notice period or refund of amount equal to three times his / her notice period to be paid within 15 days of such violation of Retention Period/notice period.
4. All the current & future GOI rules related with PF, ESIC and any new pay head will be binding on you. The CTC includes employee’s as well as Employer’s statutory deductions. Any future additional statutory deductions will be from your CTC. There is no notice period Purchase policy in the Company. You have to Server notice period of 90 Working days under all circumstances to the company.
5. Your Work Base station will be **{{location}}**. On demand, you may be required to go multiple times anywhere in India for official work. For all travels out of base station for office work, you will be entitled for outstation-traveling expenses, allowances, etc. as per company norms.
6. You cannot join our competitors /Clients for at least **36 months** after leaving the job. During the employment period and thereafter, you will not give out to anyone in writing or by word of mouth or otherwise particulars or details of work process, technical know-how, research carried out, security arrangements, business links and/or matters of confidential or secret nature which you may come across during your service in this company.
7. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
8. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company’s polices, Company’s patterns & Trade Mark and Company’s Human assets profile.
9. Not with standing any of the clauses of this letter, the management reserves right to terminate your services without assigning any reason/ so during the training period/employment period.
10. As soon as you resign from the company for any reason you are not allowed to use the password /login credentials if any for any point of time ,if found guilty legal actions would be initiated against you.
11. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
12. Company reserves the right to revert increments/appraisal if resigned within One year from the date of incremented salary without any notification.
13. The company strictly discourages internal referrals and disclosures of any inside information to any other companies/Firm or your future employer. If, at any point of time, you are found to be guilty of the same then such act will be noted as a negative point in your HR file with us.
14. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your Services may be terminated without notice and salary for that month won’t be given on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
15. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
16. You must notify your present as well as permanent residential address. In case of any change therein, it should be notified to us in writing within eight days of the change failing to which communication sent at the available address would be deemed to have been served upon you.
17. It shall be understood that any of your relatives, friends or otherwise kith and kin may, if such need arises, meet with a designated member of the Human Resources Department of the Company; however, with a reasonable prior appointment taken by you upon citing a valid reason to do so; and subject to approval of the same by the said Department. It shall further be understood that apart from the aforesaid, no such meeting shall be expected from any member of the Company, excepting festivities and unforeseen circumstances (nonetheless being subject to discretion of the Company).
18. The general terms and conditions of employment will be applicable to you. Any of the employment terms and conditions can be modified by the company with immediate effect & will be binding on you.
19. No leaves are entitled to employees till first three months from your DOJ in the company except 2 optional leaves. All leaves will be required to be taken under “Leave Without Pay” (LWP) till first three months from the DOJ.
20. In case of termination, no advance notice or no advance salary will be paid, management will issue a termination letter and certificates such as experience certificate, no dues certificate, etc., will not be issued by company to the employee.
21. If you are a senior/Junior team member or once a crucial important project is assigned to you then your team lead may ask you to extend notice period of Ninety working days to six months or till completion of the project.
22. It is necessary for an employee to return all the company belongings at the time of leaving the company. A clearance & experience certificate can be given after completing the formalities. If any employee leaves the job without completing the formality, company will take necessary legal action.
23. All the software developed by the company is intellectual property of the company & are protected by Indian Copyright act. In case of any piracy, strict legal action will be taken by the company against the erring persons.
24. No information or source codes or business secrets or financial position or other details of company shall be discussed among friends or relatives or our competitors. Such leakage of information is likely to cause financial loss to the company. Hence, in such case, company will be terminating the employee immediately and if required, further legal action will be taken against that employee. To avoid such termination, no details of company, however small or insignificant it may be, should not be leaked outside office.
25. All employees’ needs to follow all the rules & regulations of the company mentioned in the policies book of the company and also which are informed, to them from time to time. In case of any dispute, management decision will be final & will be accepted by all the employees.
26. No legal or illegal software or links should be opened or downloaded on official systems.
27. The Employee understands that the benefits offered by law and / or by the Employer shall be subject to change without any prior notice.
28. The Office generally starts from 8.30 am to 10.30 pm are from Monday to Friday. You can choose your slot and take approval from your lead. You are required to complete minimum 9 working hours per day inside the delivery center. 1st and 3rd Saturdays are half days and the office timings are from 09:45 a.m. to 03:00 p.m. and 2nd and 4th Saturdays are off. Employees working onsite have to complete their work based on targets and availability of people on the site.
29. You will not use/mention official number / mails to any third party which is not related to MasterSoft ERP Solutions Pvt. Ltd. In case of Loan taken from banks, educational society, EMI Deals, Home Loans MasterSoft is nowhere responsible for any of your personal financial and non-financial Transactions.
30. You are, upon acceptance of this Appointment, bound by the laws of Republic of India along with the Company Policies, more so with respect to non-disclosure of Confidential Information of the Company, protection of Intellectual Property of the Company, and non-competition / non-solicitation against the Company. It is most pertinent to understand in this parlance that any violation of the aforesaid shall entail stringent liability in law towards the Company, attracting upon yourself Civil action for recovery of damages as also the Incentives, Variable Pay, Awards and Benefits (if) according upon you at the behest of the Company, along with penalty and Interest; as also Criminal action by lodging of F.I.R. against you for indulging in Criminal Breach of Trust and theft of Confidential Information and Intellectual Property of the Company
31. **Personal Information and Sensitive Personal Data or Information**
    1. As part of the employee life cycle management process, the company collects certain sensitive personal data/information from the employees including but not limited to Bank account details, PAN, Biometric information, Health records (on need basis) etc.
    2. The company collects above such information for the purpose of running official processes like payroll, employee payments, attendance/access management, compliances under various statutes/regulations, audits etc. from time to time. The company ensures that the sensitive personal information is secured safely, and no adverse disclosures are made other than using the data for the intended official purposes. Also, the Company has implemented adequate measures to ensure that the sensitive information is handled appropriately by all the stakeholders (both internal and external).
    3. Employees’ have the option to correct/modify their personal information/data anytime, except that relating to his/her date of birth, by placing the request to HR. In case of any grievances in this matter, employees can reach the grievance officer, Mr. Ashton Lawrie ([hr@iitms.co.in](mailto:hr@iitms.co.in" \t "_blank)).

By accepting this offer of appointment, you hereby acknowledge and submit your consent to the Company to collect, store, process, and transfer and share your personal information and sensitive personal data or information for official/administrative purposes as deemed appropriate by the Company from time to time.

With the above terms & conditions, give us your acceptance. Submit photocopies of address proof, Photo identity proof, Mark Sheets, College TC, Degree, Relieving Papers, salary statements of three months from previous company (In case having experience) and 2 color recent passport size formal photographs within 7 days to the office.

We welcome you to The MasterSoft ERP Solutions Pvt. Ltd and look forward to fruitful contribution from you. This Appointment is valid only if you are medically fit and when Police Verification report is positive & clear. Kindly submit below documents for the same.

An affidavit/notarized undertaking stating:

* There is no criminal offence registered/pending against you.
* There is no disciplinary case pending against you in the university.
* Mandatory to provide a medical certificate by an M.D in Medicine /Surgeon stating that you are physically and mentally fit to work.

With best wishes,

**For MasterSoft ERP Solutions Pvt. Ltd, Nagpur**

**Ashton Lawrie**

**General Manager HR**

* Annexure- A-Salary Bifurcation
* Annexure -B – Service Agreement
* Annexure -C – Acceptance of Joining

**Explained all the Terms & conditions of the appointment order, related annexure and other documents by HR, understood by me and accepted:**

**Annexure – A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary Structure** | | | |
| **Name : {{name2}}** | | **ECODE:** | **{{code}}** |
| **Designation: {{designation1}}** | | | |
| **WEF: {{date4}}** | | | |
| **Location : {{location1}}** | | | |
| **Component Category** | | | |
| **Components** | | **Monthly** | **Annual** |
| Basic + DA | | **{{b}}** | **{{a\_b}}** |
| Flexible Allowance | | **{{fa}}** | **{{a\_fa}}** |
| Total Monthly Gross | | **{{tmg}}** | **{{a\_tmg}}** |
| **Annual Components/Retirals** | | | |
| ESIC | | **{{e}}** | **{{a\_e}}** |
| PT (Approx) | | **{{pt}}** | **{{a\_pt}}** |
| **Total Deductions** | | **{{td}}** | **{{a\_td}}** |
| **Monthly Net Pay** | | **{{mnp}}** | **{{a\_mnp}}** |
| **Annual CTC** | | | |
| COMP ESIC Contribution | | **{{cec}}** | **{{a\_cec}}** |
| **Total COMP Contribution** | | **{{tcc}}** | **{{a\_tcc}}** |
| **Total CTC** | | **{{tctc}}** | **{{a\_tctc}}** |
|  |  |  |  |
| **For MasterSoft ERP Solutions Pvt.Ltd, Nagpur** | | | |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **Ashton Lawrie** | |  |  |
| General Manager – HR | |  |  |

\*Final Monthly In-Hand salary will be paid after making statutory deductions viz. Provident Fund, Labour Welfare Fund, Professional Tax & Income Tax as and when applicable.

**Annexure – B**

**Service Agreement**

“MasterSoft ERP Solutions Pvt. Ltd., Nagpur”, a Company registered under the Companies Act, 2013, through its Authorized signatory **Ashton Lawrie**, having its Registered Office at: 1456-A, New Nandanvan, Nagpur – 440009,

Hereinafter referred to as the **“Employer”**, meaning and including all its directors, administrators, authorized signatories and representatives, wherever the context so means and includes and assigns,

**&**

**Mr. / MS / Mrs. {{name3}}, S/D of “{{father\_name1}}”, “{{address1}}”**  Hereinafter referred to as the **“Employee”**, wherever the context so means and includes and assigns, and sets the agreed terms of employment and witnesses as under:

WHEREAS the Employer is a software product development firm developing high impact, high value and high performance scalable applications.

AND WHEREAS the Employee herein is having sought employment with the Employer, and the Employer having satisfied itself of his/her eligibility and qualifications, both the Employer and the Employee have agreed to set their hands on this Contract executed on the following terms:

**1. Commencement and Term**

* 1. The Employee shall commence full-time employment with the Employer with effect from “**{{date5}}**” (hereinafter referred to as the “Commencement Date”) and the same shall continue until the Employer terminates this Agreement.
  2. The appointment letter, offer letter and its annexure are deemed to be part of this employment contract.

**2. Job Title and Description**

2.1. The appointment of the Employee is made for the Job Title **“{{designation2}}”** with the Employer subject to change, promotion, or relegation to the satisfaction of and with prior notice from the Employer.

2.2. The duties of the Employee as **“{{designation3}}”** with the Employer shall include Coding as per company standard, R & D, User support, Technical documentation, Testing, Implementation, SRS, on-line demo, Training to colleagues, daily to seniors & on-line reporting in various formats of company, PPT preparation & any other official work assigned by company. Job responsibilities will be further defined during training period. All work assigned by company shall be treated as part and parcel of the present Contract for all purposes. Employee has to perform all the duties under the guidance of seniors to whom he/she is reporting.

2.3. The Employee undertakes to perform aforementioned duties with diligence, promptness and to the best of his/her skills.

2.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned duties.

2.5. The Employee also undertakes to perform all such tasks that are reasonably expected by the Employer during the course of his/her employment.

**3. Place of Work**

3.1. The Employee’s primary place of work shall be Nagpur.

3.2. The Employee may, if such need arises, be required to attend meetings, follow-ups, Development and service-issues at places required by the Clients of the Employer. Employee may be required to stay for short / long period on-site away from his / her base station defined in 3.1 & employees agrees for the same. Necessary Lodging & boarding arrangements will be either made by company / client or admissible allowances will be paid to Employee by Employer.

3.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

**4. Time of Work (will be changed according to client)**

4.1. The Office generally starts from 8.30 am to 10.30 pm are from Monday to Friday. You can choose your slot and take approval from your lead. You are required to complete minimum 9 working hours per day inside the delivery center. 1st and 3rd Saturdays are half days and the office timings are from 09:45 a.m. to 03:00 p.m. and 2nd and 4th Saturdays are off. Employees working onsite have to complete their work based on targets and availability of people on the site.

4.2. The Employee shall be required to follow the aforementioned work schedule on every working day of the week starting from Monday and ending on Saturday, excluding the Holidays as specified herein under in Clause 8.

4.3. The Employee may, if such need arises, be required to work additional hours and / or hours outside of the aforementioned Schedule as deemed necessary by the Employer upon arising of such situation requiring alteration of work schedule.

**5. Remuneration**

5.1. The Employee monthly remuneration is defined in appointment letter. Salary is payable normally on every 10th day of subsequent month.

5.2. The Employee understands that the aforementioned Salary shall be subject to incentives and deductions.

5.3. The Employee further understands that the incentives and deductions shall be at the sole discretion of the Employer not subject to any challenge or dispute.

5.4. The Employee however shall be entitled for reimbursements of all reasonable expenses incurred by the Employee during course of and arising out employment with the Employer upon production of due bill(s) / invoice(s) of such expenditure to the satisfaction of the Employer.

**6. Benefits**

6.1. The Employee shall be entitled to all the benefits as required by the law including principles of the Employees Compensation Act, 1923.

6.2. The Employee shall further be entitled to all the discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

6.3. The Employee understands that the benefits offered by law and / or by the Employer shall be subject to change without any prior notice.

7. **Compensation**

7.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time including the Employees Compensation Act, 1923.

7.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his/her own action or omission causing such loss(es).

7.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss (es) caused due to action or omission on the part of co-Employee(s) and/or Client(s) of the Employer.

**8. Leave and Vacation**

8.1. The Employee shall be entitled to 1.5 Paid Leave(s) per month, subject to due notice of minimum 5 days by the Employee to the Employer. In case of extreme emergency, Employee can apply for leave on same day via SMS / Email / Phone.

8.2. The Employee understands that the grant of Leave rests at the sole discretion of the Employer not subject to any challenge or dispute.

**9. Retention**

9.1. The Employee understands that the Employer shall take efforts, engage resources and spend time on development of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of 24 months starting from date of instant Employment Contract (hereinafter referred to as the “Retention Period”).

9.2. The Employee increment & Promotion policy is defined in Appointment letter issued to Employee.

9.3. The Employee understands that failure on his / her part to honor the Retention Period for any reason whatsoever shall make himself / herself liable for disentitlement to the Salary of last worked month and that failure on his / her part to honor the Retention Period for any reason whatsoever shall make him / her liable for refund of amount equal to Three times his/her notice period to be paid within 15 days of such violation of Retention Period.

9.4. The Employee further understands that violation of the Retention Period shall give every right to the Employer to get the penalty as prescribed in the Clause 9.3 executed, so also to seek Redressed of such misconduct from the subsequent Employer of the Employee and further to take legal action prescribed in law against the Employee.

9.5.The failure of Employee to honor the Retention Period owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise shall be dealt with specially by the Employer without depriving the rights of the Employer as prescribed in the Clauses 9.3. And 9.4.

9.6. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

9.7. If you are a senior/Junior team member or once a crucial important project is assigned to you then notice period may go to 3 months to Six Months depending upon project requirement.

9.8. The failure of Employee to honor the Retention Period owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise shall be specially dealt with by the Employer without depriving the rights of the Employer as prescribed in the Clause 9.3. And 9.4.

9.9 As soon as you resign from the company for any reason you are not allowed to use the password /login credentials if any for any point of time ,if found guilty legal actions would be initiated against you.

**10 Restrictions:**

10.1 You shall not approach or entertain any offer from any other person or organization whatsoever, with respect to employment or freelancing, for and during the period of your SLA;

10.2 You shall not indulge into any Interviews with any other person or organization for any reason whatsoever, for and during the period of your SLA;

10.3 You shall not leave, abscond or otherwise refrain from delivering your Services, in any case for and during the months of May, June, July, August and September;

10.4 You shall not, during or upon cessation of your employment for any reason whatsoever, indulge into defaming or besmirching the Company, its Clients or its employees and policies in any manner whatsoever, including but not limited to word of mouth, publication, messaging through telephonic/electronic media, publication on online platforms, social media, professional networking website, blogging website, reviewing website, etc.;

10.5 It shall be understood that any violation of the aforesaid restrictions shall attract immediate legal action against you, entitling the Company to seek compensation from you towards the losses incurred by the Company at your behest, as well as to invoke Criminal Jurisdiction of the Court of Law against you for Criminal Breach of Trust, amongst other circumstances.

**11.** **Conflict of Interest**

11.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

11.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee

Shall be considered as business opportunity, demand for service or offer of interest to the Employer.

**12. Non-disclosure and Confidentiality**

12.1. The Employee understands that the employment with the Employer shall permit him / her close contact with the Customers, Customer Prospects, Vendors, Employees, Trade Secrets, and Confidential Information of the Employer, and agrees that it is reasonable and necessary to protect the legitimate business interests along with the rights accruing there from of the Employer.

12.2. The Employee thus undertakes not to disclose, publish, communicate or cause to disclose, publish or communicate any material of the Employer including but not limited to Trade Secrets, Personal Information, Customers’ Lists and Information, Employees’ List and Information, Processes, Methods, Techniques, Management Programs and Tools and / or any other information, data or knowledge that may be the property (intellectual, virtual or otherwise) of the Employer, to any person or entity in any form (written, oral, electronic or through any other medium), either directly acting on own or indirectly through any other person or medium whatsoever.

**13. Non-competition, non-solicitation and non-harassment**

13.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while

Engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

13.2.The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 36 months after the Termination thereof, regardless of the reason for such Termination.

13.3. The Employee also undertakes that during the period of employment with the Employer and for 36 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents, Competitors or any person(s) whatsoever related to the Employer of business of the Employer.

13.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

13.5 [Non-Poaching](https://www.lawinsider.com/clause/non-poaching). The Employee undertakes not to instigate, entice, encourage, solicit, or otherwise attempt to affect, directly or indirectly any other team member of the company for the purpose of leaving the company, refer, seek or make an employment offer in any way whatsoever as employee or consultant, either on his own behalf or on behalf of any person or company for which he would become an employee, a corporate officer, a shareholder, a consultant or otherwise interested, to an employee working within the Company or within an entity belonging to the Company’s group. The Employee also undertakes not to use in any circumstance, for whatever reason and capacity (CEO, employee, consultant, associate or any other position, even as a nonprofit), for his own benefit or for the benefit of a third party, the studies and projects led by the Company on which he worked on or he was aware of in performing his duties.

**14. Liabilities**

14.1. The Employee understands that any such action or omission in violation of the instant Employment Contract and / or against the interest of the Employer shall make the Employee liable for such legal action as per law.

14.2.The Employee also understands and undertakes that no liability shall lie against the Employer on account of any action or omission on his / her part causing loss(es) to any other third party.

**15. Termination**

15.1. The Employer may, upon just cause, terminate the instant Employment Contract with the Employee without Notice or as permitted by law.

15.2. The Employee may, only upon completion of the Retention period and upon just cause,

propose to terminate this Agreement with the Employer by serving the Employer with due Notice of 90 working days, however, the approval or rejection of such proposal issued by the employee shall be at the discretion of and upon such Terms as may be decided by the Employer.

15.3. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of the instant Employment Contract and the Employee shall be bound to accomplish the same.

15.4. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of the instant Employment Contract.

15.5. The alteration, renewal or revival of Employment Contract shall be at the sole discretion of the Employer.

15.6. The Employee shall, upon termination of this Agreement, immediately return to the Employer all of the Employer’s property which is in possession of or under the control of the Employee and / or is derived by the Employee as a consequence of this Agreement.

**16. Disputes Redressed**

The Employer and Employee agree that any misunderstanding, dispute or conflict that may arise out of this Employment Contract and in consequence of the same, shall be subject to the jurisdiction of Courts at Nagpur, Maharashtra, India.

**17.** **HR Policy**

Employee is advised to read complete HR policy of Master Soft for further details & better working. Employer updates HR policy on regular basis & is applicable to Employee from the date of update. Hence Employee is advised to read the same for updates in HR Policy.

In case of any ambiguity in this contract or other documents of company related to HR, Management decision will be final and employee has to accept the same.

**Annexure – C**

**“Acceptance of Joining”**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From: Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam,

I have read and understood all the terms and conditions clauses mentioned in the offer letter.

I hereby accept to join the company from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand and accept that my continued services with the company will depend on my performance.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**