**OFFER LETTER**

To,

**Mr/Ms. {{ name }}**

With reference to your interview with us, we are pleased to extend an offer to join MasterSoft ERP Solutions Pvt. Ltd. as “**{{position}}”** in our company with the following terms and conditions.

**Please refer to Annexure 1 for General Terms and Condition of Employment.**

**Please refer to Annexure 2 for the Compensation and benefits details.**

**Please see Annexure 3 for declaration.**

1. Your initial CTC would be **Rs. {{ package }} LPA** ( **{{ in\_words }}** ) annually**.**
2. Your salary will be revised after One year per the increment cycle whichever is earlier from the date of joining which will be totally performance driven.
3. Notice period for leaving the job is minimum **90 working days from** either side.
4. Your Work Base station will be the Nagpur. On demand, you may be required to go multiple times anywhere in India for official tours which is minimum 20 days per month. For all travel out of base station for office work, you will be entitled for outstation-traveling expenses, allowances, etc. as per company norms.
5. You cannot join our competitors/Clients for at least 36 Months36 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 and/or matters of confidential or secret nature which you may come across during your service in this company.
6. 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.
7. With the above terms & conditions, kindly give us your acceptance. Kindly 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.

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

**Ashton Lawrie**

General Manager – HR

**Annexure – A**

**“General Terms and Conditions of Employment”**

1. Each employee is a member of MasterSoft ERP Solutions Pvt. Ltd family.
2. Work From Home (WFH) shall not be permitted as per Company Policy.
3. He / She is full time associated member of the organization.
4. He / She is not allowed to establish any other part time work / business.
5. In routine course, the company can discontinue the services of an employee by giving 15 days’ notice or advance salary, if not found suitable.
6. In case of any misconduct which causes financial loss to company or hurts reputation and good will of company, management has the right to terminate any employee.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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. No legal or illegal software or links should be opened or downloaded on official systems.
12. 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.
13. Customer Success Executives and Developers based at client location need to follow the client office timings. If Saturday is not working day at client location, CSE and Onsite developers need work half day on Saturday’ even if it is a non-working day at the client location. In case the client office is closed for entry work from home should be done by using personal laptops.

**Annexure – B**

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary Structure** | | | |
| **Name :{{prefix1}} {{name1}}** | | **ECODE:** | **{{code}}** |
| **Designation: {{d1}}** | | | |
| **WEF: {{joining\_date}}** | | | |
| **Location : {{location}}** | | | |
| **Component Category** | | | |
| **Components** | | **Monthly** | **Annual** |
| Basic + DA | |  |  |
| Flexible Allowance | |  |  |
| **Total Monthly Gross** | |  |  |
| **Annual Components/Retrials** | | | |
| ESIC | |  |  |
| PT (Approx.) | |  |  |
| **Total Deductions** | |  |  |
| **Monthly Net Pay** | |  |  |
| **Annual CTC** | | | |
| COMP ESIC Contribution | |  |  |
| **Total COMP Contribution** | |  |  |
| **Total CTC** | |  |  |
|  |  |  |  |
| **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, Labor Welfare Fund, Professional Tax & Income Tax as and when applicable.

**Annexure – C**

**“Acceptance of Joining”**

**Declaration:**

1. I hereby represent and warrant that as of my effective start date of employment with **MasterSoft ERP Solutions Pvt. Ltd.,** I do not hold any employment with any other employer or any other employment or contractor relationships.
2. I hereby confirm that I am physically, mentally and medically fit to perform the job.
3. I hereby confirm that all the information revealed by me and documentation shared to seek this employment is true.
4. I shall join on ……………..

Received and Accepted

Signature

Date :