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**KraftWise Services Pvt Ltd**

2nd floor, Aparna Astute 8-1-293/E/10, Phone Number: 9160782830

Senore Colony, Aparna Senore vally villas, Email: [kraftwaiseservices@gmail.com](mailto:kraftwaiseservices@gmail.com)

Ambedkar Nagar, Shaikpet, Hyderabad -500008 Date: {document\_date}

# **Appointment Letter**

**To,**

Mr. {full\_name}

Subject: **Appointment as {designation}**

Dear {full\_name},

We are pleased to confirm your appointment as an **{designation}** at **KraftWise Services Pvt Ltd**, effective from your date of joining, subject to the terms and conditions mentioned herein.

1. **Designation and Reporting**

You will be designated as **{designation}** and will report to your immediate supervisor or any other person as designated by the management from time to time.

1. **Place of Posting**

Your initial place of posting will be in India. However, the Company reserves the right to transfer you to any other location, department, or branch office, as required.

1. **Compensation**

Your annual **Cost to Company (CTC)** will be **₹{ctc}** (Rupees {ctc\_in\_words} Only). A detailed breakup of your compensation is enclosed in **Annexure-A**.

All statutory deductions as per applicable laws (such as PF, professional tax, TDS, etc.) will be deducted from your salary.

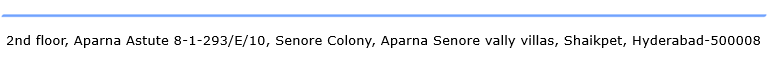
1. **Probation Period**

You will be on a probation period of **three (3) months** from your date of joining. Upon satisfactory performance during this period, your services may be confirmed in writing. The probation period may be extended at the discretion of the Company. During the probation period, either party may terminate the employment by giving **seven (7) days’ notice** in writing or salary in lieu thereof.

1. **Work Hours and Duties**

You will follow the working hours and holiday schedule as applicable to your role and location. You are expected to perform your duties faithfully, diligently, and to the best of your abilities, and abide by the rules and policies of the Company.

1. **Verification of Documents**

This appointment is subject to a satisfactory verification of your documents and credentials. In case any information provided by you is found false or misleading, or if your conduct is found unsatisfactory at any point, the Company reserves the right to terminate your employment without notice.

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1. **Confidentiality**

During the course of your employment and thereafter, you shall maintain strict confidentiality regarding any proprietary or sensitive information of the Company, its clients, or its business operations.

1. **Termination of Employment**

Post-confirmation, either party may terminate this agreement by giving one (1) months’ notice or salary in lieu of notice. The Company reserves the right to relieve you before the completion of the notice period.

1. **Acceptance of Offer**

Kindly sign and return a copy of this letter as a token of your acceptance. This appointment is valid only if you join on or before {joining\_date}.

We welcome you to **KraftWise Services Pvt Ltd** and look forward to a mutually beneficial and long- term association

Warm regards,

KraftWise Services Pvt Ltd

Dubbaka Rohit Kumar

Director

**Acknowledgement and Acceptance by Employee**

I {full\_name}, accept the terms and conditions stated in this appointment letter and confirm my acceptance of the role of International Sales Associate atKraftWise Services Pvt Ltd.

**ANNEXURE – A**

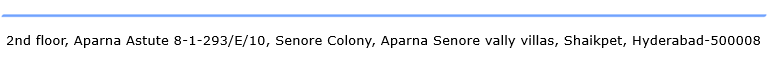
* 1. Compensation Details

|  |  |  |
| --- | --- | --- |
| **Salary Head** | **Monthly (INR)** | **Yearly (INR)** |
| Basic | {basic\_monthly} | {basic\_yearly} |
| HRA | {hra\_monthly} | {hra\_yearly} |
| Special Allowance | {special\_allowance\_monthly} | {special\_allowance\_yearly} |
| **Total Fixed CTC** | **{package}** | **{ctc}** |

The above is subject to the policies of the organization, as applicable from time to time. This offer is valid until {joining\_date}. KraftWise must obtain a signed copy of this Agreement by this date, or else this offer will be revoked.

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(Signature of KraftWise Management) (Signature of Employee)****