



Surbhi Infotech Pvt Ltd

May, 13th 2021

Dear **Milan Mandani**,

Re: Offer for Employment

I am delighted to offer you employment on a Full-time basis in the role of UI/UX Designer. It is intended for you to commence your employment on May 13th, 2021. Please read through the latter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter.

- **Your Position**

You will be employed on the terms and conditions in this agreement, in the role of: **UI/UX Designer**. In Addition to any duties allocated by the Employer from time to time your Position will involve the duties set out below:

Report on a daily basis to the head of department.

- **Salary and benefits**

(a). Your annual Salary will be Rs. 2,88,000 (Two Lakh Eighty Eight thousand only).

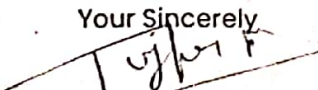
(Your Weekly Salary will be 5540 only) deposit into nominated account.

(b). The above mentioned salary is the total cost to the company and includes all payments made and benefits provided by the employer directly or indirectly to or on your behalf, whether as salary or otherwise

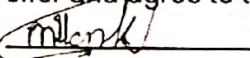
- **Acceptance**

Please indicate your acceptance of this letter of offer and the terms of your employment contained herein by signing and returning the enclosed copy of this letter to the employer.

Your Sincerely


Kartik Sonani

I **Milan Mandani** accept terms and conditions of employment contained in this letter of offer and agree to the bond by them



Signature



+91 8160703379



info@surbhiinfotech.com



1st Floor, Nityanandeshwar Complex
Beside Maniba Farm, Ved Road,
Katargam, Surat.



Surbhi Infotech Pvt Ltd

Terms & Conditions

1. Official Holidays

Official Holiday (April 2021 to March 2022)		
Date	Particular	Day
15 th August, 2021	Independence Day	1
22 nd August, 2021	Raksha Bandhan	1
29 th & 30 th August, 2021	Janmashtami	2
19 th September, 2021	Ganesh Visarjan	1
15 th October, 2021	Dussehra	1
1 st to 8 th November, 2021	Diwali Vacation	8
25 th December, 2021	Christmas	1
14 th & 15 th January, 2022	Makar Sankranti	2
26 th January, 2022	Republic Day	1
17 th & 18 th March, 2022	Holi & Dhuleti	2

2. Free Leave

There are 12 Free Leave available for this (April 2021 to March 2022) year.
(You can use maximum 2 days in particular one month's only)

3. If you want to any kind of full or half leave, you must send E-mail before 4 days ago.

Official E-mail I'd: info@surbhiinfotech.com

Once you are getting confirmation email from organisation then and only your leave is approved otherwise not.

4. Your Weekly Salary is transfer by organisation of every Tuesday before 12:00 AM.

5. Official Time

9:00 AM TO 6:00 PM (Monday to Saturday)

Every Sunday Off

Lunch Time: 1 Hour (Between 1:00 PM TO 2:PM)

6. Notice Period for Leave the Organisation

Minimum 3 Months before End date of Leave.

7. Increment/Promotion Offer

Every April Month - It Depends on candidate Performance only.



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