

**Date - #Letter Date#**

**Dear ##First Name## ##Last Name##,**

We, **##Company Name##**, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of **##Designation##** at grade **##Grade##** subject to the following terms and conditions:

1. Upon your acceptance of the terms hereof, the effective date of employment would be **##Joining Date##** and place of posting would be **##Office City##**.
2. Your annual compensation will be **Rs. ##Fixed CTC Value##- ( ##Fixed CTC in Words## Only ) CTC**. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
3. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
4. You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.
6. Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.
7. During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients etc. You shall at all times, keep in strictest confidence and trust such, confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and hold harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs, and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein.
8. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
9. During the course of your employment, you shall be entitled to paid vacation and paid sick leave as per the then prevailing policies of the Company.
10. After the termination of your employment, you shall immediately return all the properties of the company, which are in your possession or custody.
11. You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.
12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
18. Employment with the company may be terminated by either party by sending a notice in writing and serving a notice period or pay in lieu of notice. The duration of the notice period is **##Notice period in days##** days. The Company reserves the absolute right, at its sole discretion, to pay

or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities.

19. You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs-

- a) All educational certificates (10th, 12th, Graduation etc.)
- b) Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Adhaar card)
- c) Last employers' experience letters/appointment letters and relieving letters.
- d) Proof of resignation / Relieving letter from current employer

20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.

21. The provisions hereof shall be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to settle any claim or matter arising hereunder.

22. In acceptance of the above, please sign and return the duplicate copy of letter on or before **#Date Of Acceptance#** failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
For **#\*Company Name\*#**

#Digital Signature#

**#Signing Authority Name#**  
**#Signing Authority Designation#**

**#\*First Name\*# #\*Last Name\*#**

Agreed, Understood And Accepted

#Page Break#

## ANNEXURE A

Your fixed annual remuneration shall be **#\*Fixed CTC in Words\*# (INR #\*Fixed CTC Value\*#)** which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

### Salary Break –Up

#CTC TABLE#

Date - #Letter Date#

Dear **#\*First Name\*# #\*Last Name\*#**,

We, **#\*Company Name\*#**, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of **#\*Designation\*#** at grade **#\*Grade\*#** subject to the following terms and conditions:

1. Upon your acceptance of the terms hereof, the effective date of employment would be **#\*Joining Date\*#** and place of posting would be **#\*Office City\*#**.
2. Your annual compensation will be Rs. **#\*Fixed CTC Value\*#/- ( #\*Fixed CTC in Words\*# Only ) CTC**. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
3. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
4. You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.
6. Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.
7. During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients etc. You shall at all times, keep in strictest confidence and trust such, confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and hold harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs, and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein.
8. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the

same.

9. During the course of your employment, you shall be entitled to paid vacation and paid sick leave as per the then prevailing policies of the Company.
10. After the termination of your employment, you shall immediately return all the properties of the company, which are in your possession or custody.
11. You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.
12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
18. Employment with the company may be terminated by either party by sending a notice in writing and serving a notice period or pay in lieu of notice. The duration of the notice period is #\*\*Notice period in days\*\*# days. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities.
19. You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs-
  - a) All educational certificates (10th, 12th, Graduation etc.)
  - b) Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Adhaar card)
  - c) Last employers' experience letters/appointment letters and relieving letters.
  - d) Proof of resignation / Relieving letter from current employer
20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
21. The provisions hereof shall be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to settle any claim or matter arising hereunder.
22. In acceptance of the above, please sign and return the duplicate copy of letter on or before #Date Of Acceptance# failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
**For #\*\*Company Name\*\*#**

#Digital Signature#

#Signing Authority Name#  
#Signing Authority Designation#

#\*\*First Name\*\*# #\*\*Last Name\*\*#

Agreed, Understood And Accepted

#Page Break#

ANNEXURE A

Your fixed annual remuneration shall be #\*\*Fixed CTC in Words\*\*# (INR #\*\*Fixed CTC Value\*\*#) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

#CTC TABLE#Date - #Letter Date#

Dear #\*\*First Name\*\*# #\*\*Last Name\*\*#,

We, **Company Name**, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of **Designation** at grade **Grade** subject to the following terms and conditions:

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Yours faithfully,  
For #\*Company Name\*#

#Digital Signature#

#Signing Authority Name#  
#Signing Authority Designation#

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We, **#Company Name#**, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of **#Designation#** at grade **#Grade#** subject to the following terms and conditions:

1. Upon your acceptance of the terms hereof, the effective date of employment would be **#Joining Date#** and place of posting would be **#Office City#**.

2. Your annual compensation will be Rs. **Fixed CTC Value** ( **Fixed CTC in Words** Only ) CTC. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
3. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
4. You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.
6. Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.
7. During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients etc. You shall at all times, keep in strictest confidence and trust such, confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and hold harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs, and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein.
8. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
9. During the course of your employment, you shall be entitled to paid vacation and paid sick leave as per the then prevailing policies of the Company.
10. After the termination of your employment, you shall immediately return all the properties of the company, which are in your possession or custody.
11. You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.
12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
18. Employment with the company may be terminated by either party by sending a notice in writing and serving a notice period or pay in lieu of notice. The duration of the notice period is **Notice period in days** days. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities.
19. You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs-

- a) All educational certificates (10th, 12th, Graduation etc.)
- b) Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Adhaar card)
- c) Last employers' experience letters/appointment letters and relieving letters.
- d) Proof of resignation / Relieving letter from current employer

20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
21. The provisions hereof shall be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to settle any claim or matter arising hereunder.
22. In acceptance of the above, please sign and return the duplicate copy of letter on or before #Date Of Acceptance# failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
For #\*Company Name\*#

#Digital Signature#

#Signing Authority Name#  
#Signing Authority Designation#

#\*First Name\*# #\*Last Name\*#

Agreed, Understood And Accepted

#Page Break#

## ANNEXURE A

Your fixed annual remuneration shall be #\*Fixed CTC in Words\*# (INR #\*Fixed CTC Value\*#) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

#CTC TABLE#Date - #Letter Date#

Dear #\*First Name\*# #\*Last Name\*#,

We, #\*Company Name\*#, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of #\*Designation\*# at grade #\*Grade\*# subject to the following terms and conditions:

- Upon your acceptance of the terms hereof, the effective date of employment would be #\*Joining Date\*# and place of posting would be #\*Office City\*#.
- Your annual compensation will be Rs. #\*Fixed CTC Value\*#/- ( #\*Fixed CTC in Words\*# Only ) CTC. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
- You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
- You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
- Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.
- Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.
- During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients etc. You shall at all times, keep in strictest confidence and trust such, confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and hold harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs, and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein.
- During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
- During the course of your employment, you shall be entitled to paid vacation and paid sick leave as per the then prevailing policies of the Company.
- After the termination of your employment, you shall immediately return all the properties of the company, which are in your possession or custody.
- You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.



12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
18. Employment with the company may be terminated by either party by sending a notice in writing and serving a notice period or pay in lieu of notice. The duration of the notice period is **#Notice period in days#** days. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities.
19. You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs-
- a) All educational certificates (10th, 12th, Graduation etc.)
  - b) Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Adhaar card)
  - c) Last employers' experience letters/appointment letters and relieving letters.
  - d) Proof of resignation / Relieving letter from current employer
20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
21. The provisions hereof shall be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to settle any claim or matter arising hereunder.
22. In acceptance of the above, please sign and return the duplicate copy of letter on or before **#Date Of Acceptance#** failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
**For **#Company Name#****

**#Digital Signature#**

**#Signing Authority Name#**  
**#Signing Authority Designation#**

**#First Name# #Last Name#**

Agreed, Understood And Accepted

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#### ANNEXURE A

Your fixed annual remuneration shall be **#Fixed CTC in Words#** (INR **#Fixed CTC Value#**) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

**#CTC TABLE#Date - #Letter Date#**

Dear **#First Name# #Last Name#**,

We, **#Company Name#**, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of **#Designation#** at grade **#Grade#** subject to the following terms and conditions:

1. Upon your acceptance of the terms hereof, the effective date of employment would be **#Joining Date#** and place of posting would be **#Office City#**.
2. Your annual compensation will be Rs. **#Fixed CTC Value#/-** ( **#Fixed CTC in Words#** Only ) CTC. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
3. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments

and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.

4. You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.
6. Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.
7. During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients etc. You shall at all times, keep in strictest confidence and trust such, confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and hold harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs, and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein.
8. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
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10. After the termination of your employment, you shall immediately return all the properties of the company, which are in your possession or custody.
11. You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.
12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
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19. You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs-
  - a) All educational certificates (10th, 12th, Graduation etc.)
  - b) Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Adhaar card)
  - c) Last employers' experience letters/appointment letters and relieving letters.
  - d) Proof of resignation / Relieving letter from current employer
20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
21. The provisions hereof shall be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to settle any claim or matter arising hereunder.

22. In acceptance of the above, please sign and return the duplicate copy of letter on or before #Date Of Acceptance# failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
For #\*Company Name\*#

#Digital Signature#

#Signing Authority Name#  
#Signing Authority Designation#

#\*First Name\*# #\*Last Name\*#

Agreed, Understood And Accepted

#Page Break#

ANNEXURE A

Your fixed annual remuneration shall be #\*Fixed CTC in Words\*# (INR #\*Fixed CTC Value\*#) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

#CTC TABLE#Date - #Letter Date#

Dear #\*First Name\*# #\*Last Name\*#,

We, #\*Company Name\*#, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of #\*Designation\*# at grade #\*Grade\*# subject to the following terms and conditions:

1. Upon your acceptance of the terms hereof, the effective date of employment would be #\*Joining Date\*# and place of posting would be #\*Office City\*#.
2. Your annual compensation will be Rs. #\*Fixed CTC Value\*#/- ( #\*Fixed CTC in Words\*# Only ) CTC. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
3. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
4. You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.
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15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
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20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
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Yours faithfully,  
**For **#Company Name#****

**#Digital Signature#**

**#Signing Authority Name#**  
**#Signing Authority Designation#**

**#First Name# #Last Name#**

Agreed, Understood And Accepted

**#Page Break#**

#### ANNEXURE A

Your fixed annual remuneration shall be **#Fixed CTC in Words#** (INR **#Fixed CTC Value#**) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

**#CTC TABLE#Date - #Letter Date#**

Dear **#First Name# #Last Name#**,

We, **#Company Name#**, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of **#Designation#** at grade **#Grade#** subject to the following terms and conditions:

1. Upon your acceptance of the terms hereof, the effective date of employment would be **#Joining Date#** and place of posting would be **#Office City#**.
2. Your annual compensation will be Rs. **#Fixed CTC Value#/-** ( **#Fixed CTC in Words#** Only ) CTC. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
3. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
4. You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without

remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.

6. Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.
7. During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients etc. You shall at all times, keep in strictest confidence and trust such, confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and hold harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs, and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein.
8. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
9. During the course of your employment, you shall be entitled to paid vacation and paid sick leave as per the then prevailing policies of the Company.
10. After the termination of your employment, you shall immediately return all the properties of the company, which are in your possession or custody.
11. You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.
12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
18. Employment with the company may be terminated by either party by sending a notice in writing and serving a notice period or pay in lieu of notice. The duration of the notice period is #\*Notice period in days\*# days. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities.
19. You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs-
  - a) All educational certificates (10th, 12th, Graduation etc.)
  - b) Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Adhaar card)
  - c) Last employers' experience letters/appointment letters and relieving letters.
  - d) Proof of resignation / Relieving letter from current employer
20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
21. The provisions hereof shall be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to settle any claim or matter arising hereunder.
22. In acceptance of the above, please sign and return the duplicate copy of letter on or before #Date Of Acceptance# failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
**For #\*Company Name\*#**

#Digital Signature#

#Signing Authority Name#  
#Signing Authority Designation#

#\*First Name\*# #\*Last Name\*#

Agreed, Understood And Accepted

#Page Break#

ANNEXURE A

Your fixed annual remuneration shall be #\*Fixed CTC in Words\*# (INR #\*Fixed CTC Value\*#) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

#CTC TABLE#Date - #Letter Date#

Dear #\*First Name\*# #\*Last Name\*#,

We, #\*Company Name\*#, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of #\*Designation\*# at grade #\*Grade\*# subject to the following terms and conditions:

1. Upon your acceptance of the terms hereof, the effective date of employment would be #\*Joining Date\*# and place of posting would be #\*Office City\*#.
2. Your annual compensation will be Rs. #\*Fixed CTC Value\*#/- ( #\*Fixed CTC in Words\*# Only ) CTC. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
3. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
4. You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company.
6. Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.
7. During the course of your employment with the Company, you may be privy to confidential information of the Company and/or its affiliates, customers, clients etc. You shall at all times, keep in strictest confidence and trust such, confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and hold harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs, and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein.
8. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
9. During the course of your employment, you shall be entitled to paid vacation and paid sick leave as per the then prevailing policies of the Company.
10. After the termination of your employment, you shall immediately return all the properties of the company, which are in your possession or custody.
11. You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.
12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").

15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
18. Employment with the company may be terminated by either party by sending a notice in writing and serving a notice period or pay in lieu of notice. The duration of the notice period is #\*Notice period in days\*# days. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities.
19. You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs-
- All educational certificates (10th, 12th, Graduation etc.)
  - Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Adhaar card)
  - Last employers' experience letters/appointment letters and relieving letters.
  - Proof of resignation / Relieving letter from current employer
20. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
21. The provisions hereof shall be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to settle any claim or matter arising hereunder.
22. In acceptance of the above, please sign and return the duplicate copy of letter on or before #Date Of Acceptance# failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
For #\*Company Name\*#

#Digital Signature#

#Signing Authority Name#  
#Signing Authority Designation#

#\*First Name\*# #\*Last Name\*#

Agreed, Understood And Accepted

#Page Break#

ANNEXURE A

Your fixed annual remuneration shall be #\*Fixed CTC in Words\*# (INR #\*Fixed CTC Value\*#) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

#CTC TABLE#Date - #Letter Date#

Dear #\*First Name\*# #\*Last Name\*#,

We, #\*Company Name\*#, a company incorporated in accordance with the Companies Act, 1956 and having its registered office at 4th Floor, Annex Building, Maruthi Chambers, Survey No. 17/9B, Begur Hobli, Roopena Agrahara, Bengaluru, Karnataka, India 560068 are very pleased to offer you the position of #\*Designation\*# at grade #\*Grade\*# subject to the following terms and conditions:

- Upon your acceptance of the terms hereof, the effective date of employment would be #\*Joining Date\*# and place of posting would be #\*Office City\*#.
- Your annual compensation will be Rs. #\*Fixed CTC Value\*#/- ( #\*Fixed CTC in Words\*# Only ) CTC. Break-up of salary is attached in Annexure - A. During the term of your employment, you will be eligible for reimbursement of any pre-approved expenses, as per the then prevailing policies and rules of the Company upon presentation of documentation, expense statements, vouchers, and such other supporting information. All such payments shall be subject to withholding all applicable taxes which will be borne by you.
- You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.
- You will be governed by and will abide by the Company's rules, regulations and policies which are in force and as may be modified from time to time. The rules, regulations and policies are deemed to be incorporated herein by reference.
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8. During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or prepare any reports, tables or collection of data in which copyright may subsist, or any other form of intellectual property, in relation to the operation of the Company, all such developments shall be communicated to the Company and will be and remain the sole right/property of the Company and you shall execute documents and do all things necessary to enable the Company to obtain all rights to the same.
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11. You shall retire from the employment of the Company on the last day of the month on which you attain your 58th (fifty eighths) birth anniversary.
12. You have been offered on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.
13. During the term of your employment and for a period of 1 (one) year thereafter, you shall not induce or attempt to induce/solicit any employee of the Company to leave the employment of the Company.
14. You covenant and agree that, at any time, during your employment and for a period of 12 months thereafter (whether as an officer, director, partner, proprietor, investor, shareholder, manager, associate, employee, consultant, representative, adviser, agent or otherwise), you will not and will not permit any related party to, for yourself or jointly with any other person, directly or indirectly, own, conduct, engage, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in, or be connected with, any business, individual, partnership, firm, corporation, limited liability company or other entity in any geography that is in the same or similar business as the Company ("Competing Business").
15. You shall at all times during the course of your employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of your acts or omissions during the course of employment.
16. Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
17. This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.
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- a) All educational certificates (10th, 12th, Graduation etc.)
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  - c) Last employers' experience letters/appointment letters and relieving letters.
  - d) Proof of resignation / Relieving letter from current employer
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22. In acceptance of the above, please sign and return the duplicate copy of letter on or before #Date Of Acceptance# failing which, this employment agreement shall stand automatically withdrawn, without any further obligation from our end.

Yours faithfully,  
For #\*Company Name\*#

#Digital Signature#

#Signing Authority Name#  
#Signing Authority Designation#

#\*First Name\*# #\*Last Name\*#



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## ANNEXURE A

Your fixed annual remuneration shall be #Fixed CTC in Words# (INR #Fixed CTC Value#) which shall be payable pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source.

Salary Break –Up

#CTC TABLE#Date - #Letter Date#

Dear #First Name# #Last Name#,

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**For #\*Company Name\*#**

#Digital Signature#

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Salary Break –Up

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