

OFFER CUM APPOINTMENT LETTER

Date: _____

Dear: _____,

We are pleased to offer you the position of _____ on the following terms & conditions. We trust that your knowledge, skills and experience will be among our most valuable assets.

DATE OF APPOINTMENT:

- Your date of appointment will be _____.
- Your initial posting will be at our premises (RAYMOON II Gurugram)
- Your monthly NTH will be Rs. _____

SALARY INCREASE:

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

LEAVE:

You will be governed by the current Leave Policy of the company for permanent employees, till the probation period of six month you are not eligible for any paid leaves.

TRAVEL:

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

RESPONSIBILITY:

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

NOTICE PERIOD:

- If company is closing the operations at site then this can be terminated with seven days prior notice
- If He/she resigns from the services then they have to serve 15 days' notice period. Else there will be notice pay recovery.
- All employees need to submit their latest police verification certificate before or within 15 days of joining. Else salary will be on hold.

TRANSFER:

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

CODE OF CONDUCT:

You shall not be engage in any act subversion of discipline in the course of your duties for the client wither within the client's organization or outside it, & if you were at anytime found indulging in such act/s, the company shall reserve the right to initiate disciplinary action as deserved fit against you.

BACKGROUND VERIFICATION:

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

GENERAL:

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to-time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us. Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting the standard term of employment, you are requested to sign the duplicate copy of the letter & return within a day.

Terms:

- * You need to achieve 7X revenue on your salary. If you failed to achieve you will get layout on performances basis.
- * If you succeed generate 7X revenue you will get 5% Incentive on total sourcing fee (Once payment received from clients) apart from salary.

Name: _____

Location : **Raymoon Service Pvt Ltd (Gurgaon).**

Date of Joining: _____

Designation: _____

Yours Truly,

For Raymoon Services Private Limited



Authorized Signatory