

Offer Letter

Ref No: SISPL/23/786/75904

Date: 27/09/23

Mr. Abhay Kumar Diwvedi,

With reference to your application and subsequent interview with us, we are pleased to appoint you as “**Software Developer Trainee**” in our organization. Your joining formalities date would be **10 October 2023** and the details of roles and responsibilities shall be provided upon joining. However company reserves right to change the roles from time to time depending on the priorities of the company.

1. Your total emoluments will be in training period of 4 months your stipend would be up to **1.8 LPA CTC**. Your offered salary package would be **2.4 LPA CTC** after 4 month of training period.
2. You will be on the probation for 270 days of services with the Company. The Company reserves the right to waive, reduce or extend the probation period at its discretion subject to a maximum extension of three additional months. Any confirmation of your services will be in writing.
3. There are no leaves allowed during probation period and you have to be present on regular basis.
4. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
5. You will not engage yourself in any work or profession paid or unpaid or study course either full time or part time without prior written permission of the management.

6. You will neither take any type of intoxication while you are in office premises nor come to office in intoxicated state.
7. You may be terminated if any declaration given or furnished by you to the Company in any document submitted for employment proves to be false or if you have willfully suppressed any material information.
8. If you are taking any kind of leave from the organization then you to inform the concern person at least 48hrs ago for the approval.

You will be eligible to the benefits of the Company's Leave Rules on your Please signed this copy, as a token of your having read and understood the terms and conditions of your appointment completely and accepted.

We welcome you to the Spirale Infosoftware. And look forward long and fruitful association for mutual benefit. We wish you the very best of luck and success.

With best wishes.

For Spirale Infosoftware.

Authorized Signatory

HR Manager

Offer Acceptance:

Employee Name:

Ref no: SISPL/23/786/75904

Date:

Signature:

Note: This document is computer generated and does not require the Registrar's signature or the Company's stamp in order to be considered valid