



OFFER LETTER

TO WHOM IT MAY CONCERN

15/11/2023

To,
Nishil Das P K
Parappakunnumal House
Parappanangadi
Chettipadi PO- 676319
Malappuram, Kerala.

Dear **Mr. Nishil Das,**

Congratulations! We are pleased to confirm that you have been selected to work for the position of **Content Writer** at Seclob Technologies, Calicut with an annual salary of **204000/-** INR. Your exceptional qualifications and experience have greatly impressed us, and we believe you are the perfect candidate, and your abilities and experience will be the perfect fit for our company.

Position: Content Writer

Date of Joining: 21st November 2023

Location: Head office Seclob Technologies, Calicut

Reporting to: HR Manager

Package: 204000 INR per Yearly

In this role, your responsibility includes crafting engaging and compelling content adhering to brand guidelines and tone. Research, write, and edit various content formats such as articles, blogs, and social media posts to drive audience engagement. Additionally, collaborating with the marketing team to align content strategies with organizational goals will be a crucial aspect of your role

Annexure

Terms and conditions of Employment

- All Employees are expected to be punctual and reach office on time. Working hours will be 9:15Am - 6 Pm. After 9:20 am it would be marked as late.
- Our standard work hours consist of 7 hours and 40 minutes. As per company policy total break of 1 hour and 5 minutes is permitted, encompassing a 45-minute lunch break and 10-minute breaks in the morning and evening.
- The salary date is in between 5th to 10th of that Particular month.
- The company grants 8 holidays to its employees in a year coinciding with different religious and important days of the country. All Sundays also recognized as official holidays.
- Employees are entitled to one day of casual leave and one day of medical leave per calendar month. Medical leave requires submission of a valid medical prescription.
- Leave should be sanctioned prior to 4 days if an employee proceeds on leave and should be presented to HR department. The leave application without approval will be considered as loss of pay form.
- Immediate leave on uncertain situations like death, sick, accident, etc.... are allowed.
- Use of mobile phone, social media and unnecessary talks during office time is strictly prohibited
- If any Employee wishes to leave from the organization, he/she should survive one month notice period and submit resignation letter duly approved by HOD and complete all formalities and must return all the company assets to management/ HOD/ HR.
- Six months service with seclob is mandatory.
- Experience Certificate should be granted only if an employee is worked at least 6 months in the company
- Candidate has to survive one month notice period and apprise resignation prior one month and during the notice period company will not grant any paid leaves.
- For Immediate exit candidates has to repay one month salary.
- Mobile phone expense will be payable to sales Executives, Customer support and Managers. Maternity leave is applicable if an employee has completed at least one year of service
- The probation period will be 3 months for fresher and one month for experienced employee in relevant field as per company policies. The Seclob shall have right to terminate your service without any notice.
- To encourage performance of the employees, company has an increment policy. This will be applicable to those employees who complete 12 months of service with the organization. And there will be only one time salary hike per year.

- All the employees should wear Employee ID, while enter to the concern.
- Employees shouldn't have the right to manipulate / stole / misuse of file software or any other office premises.
- Any act of indiscipline/Misconduct /Alcoholism/ Unprofessional Behavior in the organization cannot be tolerated by the company and can attract termination and immediate dismissal without any notice, costs or Benefits.
- At the time of probation employees will not have access to paid leave or additional benefit.

This offer is contingent upon the successful completion of any background checks or reference checks that may be required. Please review the terms and conditions of this offer carefully. If you accept this offer, please sign, and return a copy of this letter by 18th November 2023. To commence your work on 21st December 2023, please report to HR Manager at 9 AM for the documentation and orientation.

We are excited about the opportunity to have you lead as Content Writer and contribute to our organization's continued success. If you have any questions or need further clarification, please do not hesitate to reach out to us.

Sincerely,



A handwritten signature in blue ink, appearing to read "Safna K".

Safna K

HR Manager

Seclob Technologies, Calicut.

Acceptance:

I Nishil Das, hereby accept the offer of employment for Content Writer at Seclob Technologies, Calicut under the terms and conditions outlined in this offer letter.

Signature:

Date: