

Date: 12<sup>th</sup> January 2010

**Confirmation Letter**

Dear Mr. Shahzad Hussain

**Congratulations!!**

With reference to your joining on 11<sup>th</sup> September 2009, we are pleased to confirm you as a **Web Designer** in Aryavrat Infotech Pvt. Ltd. on the following terms and conditions.

1. Your gross CTC will be **Re. 144000** (One Lac Forty Four Thousand Only in words) per annum.

2. **Salary Breakup (P.M.) :**

Basic	7200
HRA	2880
TA	800
Medical	1120
Total	12000

3. The employment will be terminated without any notice or pay in lieu thereof for any misconduct. The assignment will be treated as abandoned on your accord, in case of your remaining absent without permission for a period of 5 consecutive working days. If you are absent for more than due leave, your continuation will be at discretion of the company.
4. Regular performance review will be conducted to assess your performance and suitability. Decision taken by the Managing Director regarding your performance will be final and no discussions/arguments will be entertained.
5. Your services would be terminable on two month notice or pay in lieu thereof. In case you resign, the company reserves the right to either allow you to serve for the notice period of two month or immediately seize your employment and recover the notice period amount from you.
6. You agree to keep your salary and allowances confidential. If you disclose your salary or allowances to any of your colleague, then any action can be taken against you leading up to termination of services or decrement in the salary package.
7. All other terms and conditions will remain same as was mentioned in the appointment letter dated 11<sup>th</sup> September 2009 unless informed otherwise.

Yours Sincerely,

For Aryavrat Infotech (Pvt.) Ltd.

  
(HR Executive)

