

Date: .....  
Reference No: .....



To,  
**Mr. VINAYAK GUPTA**  
**S/O PRAVEEN KUMAR GUPTA**  
**THDC COLLONY, KARGI ROAD, Dehradun, Uttarakhand, 248001**

**Mobile: 8218266089**

Dear VINAYAK GUPTA,

With reference to your application and subsequent interview/personal discussion, we have pleasure in offering you an appointment in the company with effect from , in accordance with the undermentioned terms and conditions.

**DESIGNATION:** You will be designated as "**CAD TRAINER**" at **SLOG Solutions Pvt. Ltd.**.

**REMUNERATION:** Your salary is INR per month. The company may offer you an increment as per your performance and company policy.

**INCENTIVE:** You will be eligible for 1% incentives as per the incentive policy of the company, which may be revised from time to time at the discretion of the management.

**WORKING HOURS:** You will be expected to work from the office, except when travelling as required by the company. The current office timings are **10:00 AM to 7:30 PM**, which may change as per the requirements of the organization.

**BOND PERIOD:** You will be on a bond period of one year from the date of joining. The bond may be extended or modified as per your work, conduct and management's decision.

**RESIGNATION / TERMINATION:** If you wish to resign, a written notice of **one (1) month** is required. The company reserves the right to terminate your services in accordance with its policies, including but not limited to unsatisfactory performance or misconduct.

**VERIFICATION:** This appointment is based on the information provided by you. If any discrepancy, misrepresentation or omission is found at any time, the management reserves the right to terminate your employment without notice.

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### **RULES AND REGULATIONS & OFFICE ORDERS**

**RULES AND REGULATION AND OFFICE ORDERS:** You will be bound by rules, regulations and office orders enforced by the management from time to time in relation to conduct, discipline, leaves, or on any matters relating to the service conditions, which will be deemed as rules and regulations as part of these terms of employment.

**CASUAL LEAVES:** Employees are eligible for **12 casual leaves** during the calendar year (i.e. from January to December) on a pro-rata basis. CL cannot be taken for more than **3 days** at a stretch without a prior **1-month** application.

**SECURITY OF INFORMATION:** During the period of your services and after leaving the company, you will not disclose, divulge or communicate to any interested party or any other person whatsoever, any information relating to the company's business or any other confidential information or any company's transactions with its clients. You cannot accept employment from the same domain company or a competitive company for the next **one (1) year** after leaving SLOG. In case you do so, you will be guilty of misconduct and the company shall have the right to claim damages and take appropriate action against you.

**MISCONDUCT:** The company reserves the right to take disciplinary action against you for misconduct. The punishment will vary according to the gravity of the misconduct and may include warning in writing, suspension, stoppage of annual increment and/or incentives, demotion, dismissal and/or legal action.

**CONCURRENT EMPLOYMENT:** You will not, without the prior approval of the Director of the company, accept employment or a position of responsibility with any other company, nor provide "freelance" services to anyone as long as you are in the service of **SLOG Solutions Pvt. Ltd.**. If any such conflict is discovered at any time, the management shall have the right to terminate this appointment without any notice or to take legal action.

In case the above terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and accepted the same.

We welcome you as a member of the organization and look forward to your long and fruitful association with us.

**Mrs. Pinki Negi**  
**Branch Coordinator**  
**Slog Solutions Pvt. Ltd.**

**Kiran Bisht**  
**Marketing Director**  
**Slog Solutions Pvt. Ltd.**