



SPESHWAY
SOLUTIONS

{present date}

Ref:SS0425HYD703

Mr/Mr.s {name}

CONFIDENTIAL – OFFER OF EMPLOYMENT

Dear {{name}},

Welcome to {company}

Congratulations! We Welcome you on Board.

With reference to your application and subsequent interview, we accept to make you an offer with {Company name} as {{job title}}. You are required to **Report on {present date}** at {time} at the address: {company name}, {location}.

Your post carries an initial remuneration of {{salary}} per {salary frequency}. Please refer **Annexure** for details on the compensation.

Acceptance Terms:

Your appointment will be effective on your Joining date, i.e., **{deadline date}**. Please contact us immediately if you require an alternative Joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to {company name}.

SPESHWAYSOLUTIONS PVT. LTD

Plot No.305,Sri Ayyappa Nilayam,Near CGR International School, Madhapur Hyderabad,
Telangana 500081Email:info@speshway.com
www.speshway.com



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Date of Joining:

If you accept this offer before the stipulated date you must report on duty and commence your job not later than **{deadline date}**. In case you do not report on the agreed upon date, **{company name}** may deem that you have declined this offer.

Office Hours:

Our usual office hours are of 9-hours duration every day, Monday to Friday, with one hour normally allowed for lunch. Your office hours can change in the future since we support work requirements across different time zones globally

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training Program without any extraneous circumstances would lead to automatic termination of your employment.

Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment here under also use your best endeavour to prevent any other person from doing so.

This offer letter and your employment with the company are subject to:

Satisfactory results of a complete background and reference check carried out by the company.

You are required to sign of Employment Agreement, Non-Disclosure & Non-Compete Agreement and the annexure annexed herewith (if applicable). Please note that in the event it is found that you have not complied with these conditions, your employment can be terminated forthwith by the company without any notice period or compensation and without any reasons thereof.

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Assignments/Transfer/Deputation:

Your will be initially based in **Hyderabad**. However, {company name}, at its discretion can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

Verification of particulars:

You acknowledge and agree that the company has offered you employment based on the specific information and records furnished by you. All particulars furnished by you vide your application are taken to be true and correct. In case any of these particulars turn out to be false or incorrect on verification, the company may at this absolute discretion elect to terminate or suspend your services without any notice or assigning any reason thereof.

Termination of Employment:

- A) During the initial Probation period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not up to the mark, The Company reserves the right to terminate your services without prior notice.
- B) Unauthorized absence or absence without permission from duty for a continuous period of 7working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice Pay.
- C) You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

You have to agree client Package and location after Your probation period (company Client or other company, Pan India Locations), otherwise company will terminate you.

Mandatory period of service:

In consideration of impartation of Probation, you shall work in the Company at least for a period of 12 months from the date of successful completion of Probation period.

During such period of Probation (including on job training) and Mandatory Period of Service of 12 months thereafter, you shall not leave, abandon or resign from the services of the Company.

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Leave Policy:

Employee under probation is not entitled for any leave. After successful completion of probation, an employee is entitled for 01-day casual leave for every completed month. However, an employee should not avail more than 03 days of accumulated leave at a time. Leave application must be applied on [{hr email id}](#) at least 3 days prior to the date of availing the leave. Any absence without proper approval from the competent authority of the company will lead to deduction in the pay and also disciplinary action as per the existing rules of the company.

Code of conduct:

- A) Your individual remuneration is purely a matter between yourself and the company and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, any changes made to it your salary are strictly confidential. You shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- B) You shall maintain proper discipline and dignity of your office and shall deal with all matter with sobriety.
- C) You shall inform the company of any changes in your personal data within three days of the occurrence of such change.
- D) your salary would count from your training starting date.
- E) in your Reporting time you must submit Education Documents, Aadhar card and Pan Card at the time of reporting, you must submit. Non-Submission of the same may lead to cancellation of the offer letter.

Other Conditions:

- I The company expects you to work with a high standard of initiative, efficiency and economy.
- II You will devote your entire time to the work of the company and will not directly/indirectly undertake any business or work for any company or entity or person other than SPESHWAY SOLUTIONS PVT LTD.
- III Company is not encouraging backdoor jobs and whatever the company is charging is for training and salary in probation period. After completion of training if you qualified in the assignment then you will be deployed into live projects or client location of the company.

You will be responsible for the safekeeping and return in good condition and order all the property of the company which is in your possession, use, custody or charge. You shall make good of any loss or damage that occurs to any company property which is in your possession/custody.

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Annexure - I

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1. You need to furnish the following Documents at the time of joining Speshway.

NOTE: Joining will not happen without these documents.

A	Original copy of {company name}
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - 1 copy
C	PHOTO ID: Aadhar OR PAN Card in the absence of both then the following will apply- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Banker verification, NSR (National Skills Registry) ID card - 1copy)
D	PERMANENT ADDRESS PROOF: (ONE of the following: Passport, Driving License, Voter's ID Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parent Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill – latest of Self Parents, or Current lease deed – with you or your parents / spouse as lessee or co-lessee) - 1 copy .The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF: (mark sheets & degree are important) (as applicable:Xth, XIIth, Graduation, Post-Graduation Certificate, Copyof Diploma, others)
F	PASSPORTSIZE PHOTOGRAPHS: 5 copies (withWhite Background ONLY)
G	PAN NUMBER: Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slips from the Company.
J	Employee ID Proof: (photocopy of salary slips, appraisal letter which contains the employee idproof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self-declaration Medical Fitness form: Medical Fitness form needs to be duly filled and stamped bya Doctor.

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Annexure - II

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NAME	{name}	
DESIGNATION	{job title}	
LOCATION	HYDERABAD	
	Per Month	Per Annum
BASIC	20526	246320
Dearness Allowance	11290	135476
House Rent Allowance	10263	123160
Conveyance	1600	19200
Medical Expenses	1250	15000
Special	9237	110844
Total Gross salary	54,166	6,50,000

Salary: Your salary will be paid monthly through bank transfer, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updating of Permanent Account Number (PAN) details in the Company's records. Variable pay is different from the package mentioned below

Signature:



Amendments:

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The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise. All changes will duly be updated on the company intranet and will be duly notified to the employees through proper channels. should have to follow the company rules Time-Time.

If you agree to accept this position, please notify in writing by signing your name and mentioning the date of joining at the bottom of this page indicating your acceptance of this appointment. A copy of this letter will be provided to you.

Irrespective of whether you join **{company name}** or not, you shall keep all the details contained in this letter confidential. please mark all of your correspondence "Confidential"

I {name} , take this opportunity to welcome you to **{company name}**

Acceptance

I {name} , hereby confirm acceptance of all of the above terms and conditions, and will join.

Signature

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Date: