

03/08/2022

Offer Letter

Dear **Sunil Kumar**,

Congratulations! We are pleased to confirm that you have been selected to work for **Firm.dev**. We are delighted to make you the following internship offer:

The position we are offering you is that of web developer intern.

We would like you to start work on 4/08/2022. If this date is not acceptable, please contact hello@thefirm.dev immediately.

Please read the Annexure A. If any clarification, contact the above-mentioned email immediately. Once you are satisfied with the Annexure A, sign the enclosed copy of this letter and return it to me by 03/08/2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Firm.dev** and look forward to working with you.

Sincerely,

Founder
Srinivasan M



Accepted by,
Sunil Kumar

Annexure A

1. Probation

That you will be on probation for a period of two months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

2. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

3. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

4. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

5. Past Records

This letter of appointment is based on the information furnished in your application for internship and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

6. Termination of employment

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession both physical any virtual property.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

7. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

Signature: [Sunil Kumar] _____