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Date: 03/01/2023

To,

MR. SURYAKANTA DASH,

Subject: Offer Letter for Appointment

Dear Suryakanta ,

This is in reference to your application and the subsequent interview you had with us. We are pleased to offer you a position as a “**MANUAL TESTER**”. We believe that the company will offer you an opportunity that is challenging and rewarding to your professional career.

Your appointment will be subject to the following terms & conditions.

1. Designation:

You are appointed as a “ **MANUAL TESTER**” with effect from **03 JANUARY 2023**.

2. Probation Period:

A) You will be on a probationary period for Six months starting from the date of your joining. At the end of Six months, a performance review will be conducted and the review will form the basis of your continued employment. If your work is not found satisfactory the management in its sole discretion can either extend the probation period or can terminate your service. If your service is found satisfactory you will be confirmed. Such change will be communicated to you in writing. In absence of such communication, it is understood that the existing status will continue. In order to get your salary slip and experience certificate, a notice period of three months need to be served mandatorily.

B) Your monthly cost to the company during the probationary period will be approximately **Rs. 26,000/- (Rs. Twenty-Six Thousand Only) per Month**. Kindly note that your salary is subject to review after 6 months from the date of Joining.

Your joining date is **03 JANUARY 2023** and you will be based out of our office at World Trade Center, Kharadi Pune. You will be paid a gross salary of **INR 26,000/- (Rs. Twenty-Six Thousand Only)** per month. Your salary will be revised after 6 months entirely based on your performance and work ethic.



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4. Hours of Work

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time. You should discuss details on specific working hours with your functional head / Leader.

We congratulate you on your selection and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey toward becoming business leaders in our field.

We assure you of our support for your professional development and growth.

Please sign and return a duplicate copy of this letter as a token of your acceptance.

Yours truly,

Authorized Signatory

Employee Signature