

## JOINING LETTER

Date: - 28/02/2025

Ref.No: - RIPL/25-26/J01

Dear,

Mo.Usama Hasan

**Sub:** Letter of joining

Thank you for your interest in working at Riveyra Infotech Private Limited. You have successfully completed your interview process, and we are glad to provide you an employment offer. This offer is based on your qualifications and performance throughout the recruitment process. You have been designated for the position of **Junior Web Developer** at our company.

## REPORTING DATE

As per the discussion, your joining date will be on 3rd March 2025. We look forward to welcoming you on board.

## POSTING

Your initial posting will be done in Riveyra Infotech Pvt.Ltd., STPI, 8th Floor A1/4 UPSIDC Building, Lakhanpur, Kanpur, Uttar Pradesh 208024 and your subsequent postings may be in other places as when the company restructures its workforce.



### **Probation Period Terms and Conditions:**

You will be on a probation period of six months with Riveyra Infotech Pvt.Ltd. During this time, your performance will be evaluated by the company. If your work is not found satisfactory as per company standards or if you are found engaging in any undisciplined behavior, the company reserves the right to terminate your employment immediately without any questions or explanations. No discussions or appeals will be entertained in such cases.

### **SALARY ANNEXURE**

- Your CTC including all benefits will be 96,000 LPA that makes up to 8,000/- per month. Salary will be credited on the 10th of every month.
- In case of any bank issues, holidays etc salary will be credited on the next working day.

### **RULES AND REGULATIONS**

We are delighted to have you as a part of our organization. We hope you will give your best to our organisation while also acquiring new knowledge and extending your professional development. We are offering the position with our company effective from (03-03-2025) under the following terms & condition:

### **Working Hours:**

The working hours to be followed by the employees will be from 10:00am to 6:30pm within the disciplinary period, Monday to Saturday working (only Sunday off).

### **Leave Policy:**

- Our leave policy mandates that any leave taken, excluding Sunday, will result in a deduction from the employee's salary equivalent to the number of days absent.
- If Employee takes leave without prior notice or informing HR then in this condition- 2 Days salary of the employee will be deducted.
- For unpaid Leave, every employee has to mail (official mail given by the company to the respective employee) the reason for leave and notify the HR one day prior.

### **Rules Followed During Working Hours:**

- The ID used in Discord should be the one given by the company to all the employees.
- If any message pops up in the application, it's mandatory for every employee to answer it within 5 minutes except during Lunch.
- Every employee should set up their official mail on Gmail or Outlook as all the important mails will be sent there.

### **Deadline:**

- It's mandatory for everyone to bind up their work before deadline.

### **Business Trip:**

- If an employee travels outside of the city or elsewhere, the company will bear their whole spending (travel allowance, food and lodging allowances, and so on).
- The entire amount spent will be added to the corresponding employee's salary and credited when the salary is planned; however, the respective employee must first submit their bill payments and non-bill payments to HR.

### **Notice Period & Termination of Employment:**

1. Either party may cancel the agreement for any reason or for convenience by giving the other party one month's notice with no explanation. If the employee does not give one month's notice, he or she will not be paid for the month for which they are serving.
2. Regardless of what is stated above, the Company reserves the right to terminate your employment with the Company:
  - By providing one month's notice if you become unfit for work, are unable to perform your tasks, or are negligent, irregular, or inefficient in the performance of your responsibilities.
  - with immediate effect, if you violate any of the commitments and responsibilities to be observed or executed by you under these terms and conditions or rules and regulations of the Company as published from time to time.

- With immediate effect, if you are found to be guilty of misbehaviour as determined by the Company, or if you fail to follow all orders and instructions provided to you.

If you accept these terms and conditions, please return the counterpart of this Appointment Offer attached herewith, fully signed on all pages, within seven days of receiving it. If this offer is not taken within 1 day, it is subject to lapse and will be immediately cancelled at the discretion of RIPL.

Please contact us if you require any more information or clarification on any of the above terms and conditions.

Our company welcomes you to the family, we wish you a prosperous and long career with us.

Yours Sincerely,

Pragya Gupta



Hr Executive  
Riveyra Infotech Private Limited

I have read and understood the above Appointment Offer's terms and conditions, and I absolutely accept it without hesitation.