

Employee Offer Letter

11-11-2024

Mr. Vasanth K

Dear Mr. Vasanth K,

We are pleased to offer you the position of **Junior Software Developer** with Brain Insight, subject to the terms and conditions outlined in this letter.

Please find the details of your offer below:

Position: Junior Software Developer | **Salary:** INR 12,000 per month | **Joining Date:** 16-11-2024

Please read this document carefully, sign at the end to acknowledge your understanding and acceptance, and return a signed copy to us.

1. Employment Status and Probation Period

You will be employed by Brain Insight on a full-time basis. Your employment will commence on or before **16-11-2024**. Failure to join by this date will result in the cancellation of this offer. Your initial employment will be on a three-month probationary period, during which your performance and cultural fit within the company will be assessed. An initial evaluation will be conducted after one month to ensure your alignment with the company's values, vision, and mission. If you successfully complete the probation period, this will be confirmed in writing. Until you receive this confirmation, you will remain on probation, regardless of the time elapsed.

Should your performance be unsatisfactory during the probation period, you will be notified in writing, and your probation may be extended by one month. If there is no improvement after the extension, your employment will be terminated immediately. The company also reserves the right to terminate your employment at any time during the probation period if your performance or attitude does not meet the required standards.



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2. Hours of Work

The standard workweek comprises six days, from Monday to Saturday, with work hours set at 8 hours per day, starting from 8:00 p.m. to 5:00 a.m. You are required to strictly follow the company's shift timings, leave policy, and permission policy. Proper communication with both your Head of Department (HoD) and HR is essential for the smooth processing of your payroll.

3. Leave Policy

Employees are entitled to one casual leave day per month, which can be used for personal reasons, illness, or other approved purposes, provided prior authorization is obtained from their supervisor or HR representative. All leave requests must be approved in advance; unapproved leave will be considered unauthorized and may result in disciplinary action.

4. Minimum Service Requirement

Employees are expected to work at Brain Insight for a minimum of one year. If an employee decides to leave the company before completing this one-year period, they will be required to pay an amount equivalent to one-month salary to the company.

5. Notice Period

If you decide to resign during your probation period, a 90-working day notice period is required. After confirmation in your role, a two-month notice period will be required for resignation. If the company chooses to terminate your employment, you will receive one month's basic salary in lieu of notice, or this payment may be forfeited depending on the circumstances. If you do not provide the full notice period, the company will deduct the equivalent amount from your salary or any other payments owed to you.

6. Code of Conduct

You are expected to maintain a high standard of professionalism and ethical behavior at all times. This includes treating colleagues, customers, and clients with respect, following company policies and procedures, and avoiding conflicts of interest. You are also required to comply with all policies and rules outlined in "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013."



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7. Confidentiality

You must maintain strict confidentiality regarding the company's business transactions during your employment and after you leave the company. Disclosure of any confidential information to unauthorized parties will be considered a serious breach of trust and may result in disciplinary action, including termination of employment.

8. Performance Review

Performance meetings will be conducted monthly to evaluate your progress toward your goals. Salary increments will be determined based on these meetings and implemented annually.

9. Termination

Employment with the company is at-will and may be terminated by either party at any time. Reasons for termination may include poor performance, violation of company policies, or other circumstances as determined by the company. Upon termination, you must return all company property, including keys, access cards, equipment, and documents.

10. Additional Terms

Your job offer is conditional upon a successful background verification, which may be conducted at any time during your employment. Any negative findings will be considered a breach of trust and may result in immediate termination.

You are not permitted to engage in any other employment or consulting assignments, either full-time or part-time, that would constitute dual employment. Violating this rule will result in immediate termination.

You must notify HR of any changes to your current or permanent address in writing for record-keeping purposes.

11. Unauthorized Absence

Any unauthorized absence of more than eight consecutive days will be considered voluntary resignation, and you may be removed from the company's records. All leave must be approved; unapproved leave will be deemed unauthorized.



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12. Acknowledgment

Please acknowledge your acceptance of this offer by replying with "Accepted" in the subject line by **16-11-2024**. Failure to do so will result in the cancellation of this offer.

We look forward to a successful and rewarding association with you. If you have any questions, feel free to reach out. We warmly welcome you to our team and wish you a successful career with us.

Thanks, and regards,

For Brain Insight



Authorized Signatory



Employee Acknowledgment

I, Vasanth.K, have read and understood the contents of this offer letter and the attached Employee Annexure of Rules. I agree to abide by the terms and conditions set forth.

Signature : K. Vant

Date : 16.11.2024



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