

30th May, 2019

Mr. Vijay D

East Kamakoti Nagar, 3rd Cross Street,
Valasaravakkam, Chennai - 600087.

Offer cum Appointment

Dear Vijay D,

Congratulations!!! With reference to your application and subsequent interview, conducted at our head office, Management is pleased to appoint you as a **Junior Test Engineer** to work in our Chennai office.

As per our organizational hierarchy, you will be reporting to the HR Manager, who will also be responsible for your performance reviews. Also, as per the company policies, you will be entitled to the below benefits and subject to the terms below.

Starting Date

We would like you to start work on **June 05, 2019**. Please report to the HR Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool, in which you may be required to upload your documents.

Salary

According to the rules, on a yearly salary of **Rs. 3, 00,000/-**. Your monthly salary will be paid directly into your bank account each month. The salary structure is shown in **Annexure A**.

Nature of work

This is the full and complete agreement between you and the company on this term. Although your job duties, title, compensation, and benefits, as well as the company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the company.

Probation

You will have to undergo a probation period as indicated in your appointment letter. Your confirmation in the organization will be intimated to you in writing at the end of the probation period.

Working Schedule

This is a full-time position requiring approximately [48] hours per week. The company's regular working hours are from **10.00 a.m. to 6.00 p.m** with 45 minutes for lunch break and 20 minutes for tea break. You may be required to work extra hours as and when required, and you will be informed by your line manager/team lead from time to time. Meetings can be scheduled based on the participants' time zone. In spite of the time concern, you must attend the meetings without fail.

Employment Relationship

Employment with the company is for no specific period of time. Your employment with the company will be "At Will", meaning that either you or the company may terminate your employment at any time and for any reason, with or without cause. This is the full agreement between you and the company on this term. Although your job duties, title, compensation, and benefits as well as the company's personal policies and procedures may change from time to time, the "At Will".

Leave policy

You will be eligible for 12 days of casual leave and 6 days of sick leave per year. Consecutive sick leaves are allowed upon submission of doctor's certificates.

Privacy Agreement

You are required to observe and uphold all of the company's privacy policies and procedures as implemented or varied and amended from time to time. Collection, storage, access to, and dissemination of employee personal information will be in accordance with privacy legislation.

Conflict of Interest policy

While you are employed at this company, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the company.

Termination Conditions

The company reserves the right to terminate the employment of any employee for just cause at any time without notice and without payment in lieu of notice. The company will be entitled to terminate your employment for any reason other than for just cause, upon providing you with such minimum notice as required by law.

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.

Annexure A

Salary structures can be bifurcated as under:

Earnings	Currency	Per Annum
Basic Pay	Rs.	1,20,000.00
HRA	Rs.	57,000.00
Dearness Allowance	Rs.	9,000.00
Conveyance Allowance	Rs.	21,000.00
Medical Allowance	Rs.	12,000.00
Special Allowance	Rs.	81,000.00
Gross Pay	Rs.	3,00,000.00

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter. If you have further queries about your employment, you may contact me directly or approach the HR department.

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

Sincerely,

For **Inter Webstar Technologies**,



HR Manager