**Date**: Today

# {{GENDER}}. {{EMPLOEE\_NAME}}

ADDRESS

Dear {{**GENDER}}. {{EMPLOEE\_NAME}}**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as {{**POSITION}}** in our organization on the following terms and conditions:

# DATE OF JOINING

This offer letter is valid until {{**DOJ}}** and we request you to hence join us, on or before that date.

# JOB TITLE

Your job title will be **POSITION** and you will report to **Mr. Lionel Charles**.

# PLACE OF WORK

Your location of employment is our office at {**{LOCATION}}.** However, you may be required to travel

to any of our offices at other locations based on business requirements.

# HOURS OF WORK

The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the organization.

# LEAVE/HOLIDAYS

You are entitled to casual leave of 12 days in a year. Leave is credited on a monthly basis.

The organization shall notify a list of declared holidays in the beginning of each year.

*This communication is confidential between you and EQL Financial Technologies Private Limited Page 1/5*

# SALARY AND OTHER BENEFITS

Your Annual Compensation would be **Rs. CTC\_M**. The break-up of your salary has been provided in the

Annexure – I**.**

# FUTURE INCREMENTS

Any future increments will depend on your performance and contribution to the organization as judged by the Management from time to time.

# MEDICAL INSURANCE

# You are eligible for a medical insurance cover upto Rs. MEDICAL\_M per year and the premium towards the

# coverage will be borne by EQL Financial Technologies private Limited.

# NATURE OF DUTIES

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the organization may call upon you to perform, from time to time.

# DISCIPLINE & MISCONDUCTS

You will be governed by the rules and regulations of the organization that may be in force from time to time. Violation of any of the rules or the conditions in this letter will entail the Management to initiate appropriate disciplinary actions.

You will not give out to anyone by words or otherwise particulars or details of our/our clients work process, technical know-how, security arrangements, purchase policies or any other matter of confidential or secret nature which may be your personal privilege to know by virtue of your being an employee with us.

The organization reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

You will devote the whole of your working time and attention diligently, honestly and consciously in the discharge of your duties and such other work that you may be entrusted with. You are precluded from accepting, soliciting any outside employment either honorary or otherwise and also from carrying on any other business or vocation without prior written approval from the management.

You shall not involve yourself in any activity which is against law of the land.

You are required to be with full formal/semi-formal dress code while on duty.

# ORGANIZATION PROPERTY

You will always maintain in good condition organization property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the organization prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the organization.

# BORROWING / ACCEPTING GIFTS

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

# NOTICE OF TERMINATION

The employment can be terminated by both the sides by giving three months notice.

The organization has the right to terminate you, if your performance is found unsatisfied.

If you agree to the above terms and conditions, please return us the duplicate copy of this letter duly signed as a token of your acceptance.

# APPLICABILITY OF ORGANIZATION POLICY

The organization shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employee’s benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the organization shall be binding on you and shall override this Agreement to that extent.

# OTHER TERMS AND CONDITIONS

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member. You hereby acknowledge and agree to abide by all internal Policies of the Company. Company reserves the right to change these Policies at any time in its absolute discretion. You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This agreement (including the policies of the Company) constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

# ACCEPTANCE OF OUR OFFER

Please confirm your acceptance this Offer by signing and returning the duplicate copy.

We welcome you to **EQL FINANCIAL TECHNOLOGIES PRIVATE LIMITED** and would like to wish you a successful career with us.

****

**Lionel Charles**

**Chief Executive Officer**

# DECLARATION

Hereby, I accept all the terms and conditions outlined in the Offer Letter.

# Date : Name :

**ANNEXURE – I**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPENSATION DETAILS**  (*All figures in INR per month*) | | | |
| NAME | **GENDER.EMPLOEE\_NAME** | | |
| TITLE AND ROLE | **DEPARTMENT** | | |
| **SALARY COMPONENTS** | | **Monthly** | **Annual** |
| BASIC SALARY | | BASIC\_M | BASIC\_Y |
| HOUSE RENT ALLOWANCE | | HOUSE\_M | HOUSE\_Y |
| MEDICAL ALLOWANCE | | MEDICAL\_M | MEDICAL\_Y |
| CONVEYANCE ALLOWANCE | | 2378 | 23008 |
| CONTRIBUTION TO PROVIDENT FUND | | PF\_M | PF\_Y |
| **TOTAL COST TO COMPANY** | | **CTC\_M** | **CTC\_Y** |