

## Appointment letter

To

**Mr. Kamlesh Malhari Sonawane**

**96 Mohini mension Room No.4  
Mumbai 400022**

This is in reference to your application dated and the subsequent interview we are pleased to appoint you as a **"Assistant Manager Sales"** in our esteemed organization on a monthly salary of Rs. or an annual employment package of Rs. **3,08,276 /-** (Three Lac Eight Thousand Two Hundred Seventy six only.)

The first one month duration of your employment will be treated as observation cum- training period after which you may be absorbed in regular cadre if you found suitable to our requirements. Otherwise your service will be terminated. In case of your enrollment in our permanent cadre you will be abiding by rules & regulations of our establishment which force from time to time. You have to work in shifts and as per routine work schedule you will be depute at our unit /outlets offices anywhere in Bombay /Thane.

Please acknowledge the copy of this letter duly signed by you for acceptance of this letter.

I Accept the above mentioned terms & condition.

Mr. /Ms.

Signature.



#### Annexure. A

You have to produce your personal data along with the Xerox copies of the supporting documents such as: School leaving certificate, higher educational certificate, diploma and further Experience certificate if any. Four Passport size photographs and your Present residential address and an identity proof to confirm the same is also compulsory to submit.

#### Annexure. B

By way of joining in our employment and then completion of the specific training period you will be enrolled in our permanent cadre and due to covered under the applied labor laws to our company either as covered employee or as excluded employee as per the applied labor law insists.

#### Annexure. C

While performing your daily routine of duties you should be diligent and industrious and sincere to the direction of your superiors in specific circumstances. Incidental and undue occurrence in the work field caused by your lack of performance or irregular attendance in such situation the management has the whole right to take immediate decision and action and thus to settle the problem amicably. This is very much in need to keep the company's business status in order and stable.

#### Annexure D

in case of resignation / retrenchment one month notice have to be submitted / issued respectively as per the labor law insist and thus to avoid further complication in the time of settlement .

Annexure E

All these above said briefings of terms and conditions are applicable to you only on enrollment of your name in our permanent employee's cadre subject to your date of joining on 07th May 2013 and hereby signing the copy of this letter by you for acceptance of this appointment letter.

Thanking you

You're sincerely

For DvoiS SSV Broadband Pvt. Ltd.

Director & Authorize signatory.



I agree to accept this employment on the basis of the above mentioned terms & conditions.

Name                      signature.              Date

Note: [content of this letter explained in necessary languages.]