

Date: 06th May 2022

To,

Komal Singh

Subject: Offer Letter

Dear Komal Singh,

We have pleasure in giving you an offer in our organization as Junior Developer. This offer takes effect from your date of joining i.e. 1st June 2022

We would request you report remotely or at the following address, 21, Unique Industrial Estate, Off V.S. Marg, Prabhadevi, Mumbai – 400 025 during normal business course as mutually agreed upon

As per organization policy, the probation period applicable to you shall be six (6) months. Your work performance would be evaluated before confirming you in to permanent position

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation or on permanent role, the period of notice required for resignation is three (3) months.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Your compensation package would be as mentioned below. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

1) Hours of Work:

Your official hours of work will be from 9:30 am to 6:00 pm, Monday to Friday inclusive with one hour break for lunch each day. However, for certain specific jobs a different work schedule may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your official hours of work

2) Cost To The Company (CTC): INR 3,00,000 per annum

3) Performance year runs from Apr – Mar every year. You would qualify for performance evaluation year after the end date of your probation period.

4) Annual leave: Annual Leave will be allotted on pro-rata basis after completion of six months of probation. 21 days Casual Leave and 5 days Sick Leave. Candidates are requested not to take any leave during probation period i.e. for six (6) months unless and until there is emergency.

5) If you resign or voluntarily quit employment within a year from date of joining, in such case you are entitled to pay three (3) month's salary in lieu of notice.

This offer is valid till 10th May 2022, if you do not confirm the acceptance, Alpha MD Pvt Limited, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission.

- i. Original and copies of educational certificates and mark sheets.
- ii. Relieving letter & experience certificate from previous employer[s].
- iii. Salary certificate from previous employer.
- iv. Original & copy of your passport
- v. Nationality Proof – Copy of Passport / Voter ID / Domicile certificate
- vi. Three passport size and one stamp size colored photograph

Note: Please note only after you submit all these documents you will be on boarded, any delay in submitting these documents will impact your Date of Joining.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Alpha MD Pvt Ltd

Vijayalakshmi Balakrishnan

Co-Founder

Acceptance Signature:

Acceptance Date: