

Offer Letter

To:

Date : 06th February 2024

Mr. SIVARAMAMOOTRTHI,
NO 13-1/25, Telephone colony, S Alangulam,
Anjaliur Madurai -625017.
Email : smoorthi91@gmail.com.
Mobile : 90255-96812.

Dear **Mr. SIVARAMAMOOTRTHI,**

We are pleased to offer you a Position of **Creative Designer** in our Company. You will be entitled to a Gross consolidated salary of **Rs. 40,000/- (Rupees Forty thousand only) per Month** (All Inclusive and TDS will be deducted, If applicable). **You will be under Probation for First Three Months.** Working Hours Will be from 10a.m to 7p.m (Monday-Friday), On Saturday the office timing will be 10am to 3pm (if there is work, end timing can be extended).

Your Joining date should be 12th FEBRUARY 2024.

Here below are the terms of your appointment:

1) Assignment:

Your present position will be that of **Creative Designer** to be posted at our office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.

2) Benefits:

LEAVE: You will be entitled to leaves, as per the company rules from time to time, as may be applicable to your category of employees.

3) Travel:

You will be required to undertake travel on company work and you will be paid travel expenses for this as per the company rules.

4) Separation:

A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation.

5) Deduction:

All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashment that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company and also **deduction of notice period salary** will be done in case, not serving the notice period.

6) Secrecy:

The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management.

7) Outside Employment:

While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.

8) Disclosure:

You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising.

9) Rules & Regulations:

Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.

10) General:

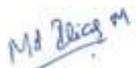
Your employment will be subject to the following conditions:

1. You furnishing copies of certificates of your qualifications and experiences.
2. Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct.
3. You furnishing the birth/school leaving certificate for proof of your age.
4. You furnishing copies of ID and address proof – Ration card / PAN / Aadhaar / Passport copy.

We are delighted to have you in the company and wish you all the best in your career with us. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely,

For MISAA


For MISAA

Managing Director