

## Job Appointment Letter

Date: 01-12-2020

Mr. Mohit Sharma( Mob- 7428960187)  
I-142, Lal Kuan  
MB road, New Delhi-110044  
email:- mohitsharma11044@gmail.com

Dear Mohit Sharma

**APPOINTMENT AS** Website Designer& Developer

We are pleased to offer you employment in the position of Website Designer & Developer for ZENSLY TECHNOLOGY from 01-12-2020 .

Your appointment for **first 90 days** will be considered **PROBATION Period from the date of appointment.**

This appointment is subject to the following terms and conditions:

1. You will work as Website designer for ZENSLY TECHNOLOGY.
2. First 90 days will be probation period from the date of joining.
3. You will be a regular employee of company then onwards.
4. You will execute or do all work honestly and with 100% dedication.
5. You will be not involving in any type of unethical practice regarding work.
6. You will be paid monthly fix salary Rs 20000/- for 3 months.
7. After 3 months Your monthly salary will be Rs22000/-.
8. You are allowed one (1) leave in a month with prior three days' notice.
9. For all other leaves, the leave amount will be deducted from Salary.
10. You will be given performance based commissions when company feels, but the final decision will be the company.
11. You should maintain the office discipline.
12. You should be punctual for office timing, 10 am to 7 pm.
13. You should be supporting towards the other staffs in Office.
14. You can not work with any other company during the service period of Zensly Technology
15. Company has all right to dismiss from job anytime without any notice if find any wrong doing.
16. No payment will be made, if the job duration is less than 30 days.
17. You will receive the salary for all completed months between 10<sup>th</sup> to 12<sup>th</sup> of Every month.
18. As you have mentioned you have more than 1.5 years' experience in particular Web designing field then, company expect your performance accordingly.
19. Any long leave, need to be well informed before 10-15 days before.
20. Company is not liable for any other expenses.
21. For resign from job need 30 days notice period.

Thanks

Bijan B. Biswal  
For ZENSLY.com

Authorised Signatory



MOHIT SHARMA