

Date: 26th November 2023

To: Sandeep
Emp. ID: 658450
Delhi

Subject: Appointment Letter for the Post of **Restaurant General Manager**

Dear Sandeep,

We welcome you to team **Sapphire Foods India Limited** and we wish you to grow professionally and personally with us. We offer you above cited role and designation in the Company with belief and conviction that our corporate values (Ownership, Customer First, Profitability and Growth) will energize, equip & enable you to excel every day.

You are hereby appointed in Company with effect from **26th November 2023** on the terms and conditions enumerated here in below:

Location: You will be located in **Delhi and** your hours of work, holidays, etc. shall be as per Company policy and guidelines.

- 1. Full Time Employment:** You will be in full time employment of the Company and as such, you will not engage yourself elsewhere either honorary or for remuneration.
- 2. Transfer:** The Company reserves the right to transfer you in any capacity that may be determined by it to any other department, branch, establishment or unit of the Company or any other subsidiary, associate company or establishment, whether existing or acquired later, of the same promoters or under the same management anywhere in India or abroad.
- 3. Attendance:** You are expected to attend office during the schedule working hours as per the rules of the Company. Absence for a continuous period of 8 (Eight) days without prior approval of your supervisor (including overstay of leave) can lead to your services being terminated without notice or explanation.
- 4. Emoluments & Benefits:** Details of your emoluments & benefits are enumerated in Annexure-A attached herewith. Please read it carefully.
- 5. Statutory Benefits:** You will be entitled to receive such statutory benefits as may be applicable from time to time to your grade and/or location.

6. Leave: You will be entitled to Casual, Medical, Maternity and Privilege leave as per your location and as per company's policy and guidelines, as may be applicable from time to time.

7. Retirement: You will automatically retire from service on attaining the age of 60 (Sixty) years.

8. Termination of Services:

- (i) Your services are liable to be terminated at any time by giving **60 (Sixty) days'** notice or baselary in lieu thereof by either side.
- (ii) If any information/ representation made by you in your application form is found to be untrue or false or if any facts come to our notice, which have either been concealed or suppressed by you, the Company reserves its right to dispense with your services without giving any notice or compensation in lieu thereof. Company may further reserve the right to terminate your employment on ground of policy violation and proven misconduct.
- (iii) Your appointment and continuation of employment in the Company will be subject to your remaining medically fit, as certified by the Company assigned medical practitioner

9. Dispute Resolution and Jurisdiction: Any dispute arising out of or in connection with this Employment Letter and any related matters shall be governed by law of India and you hereby submitto the non-exclusive jurisdiction of the Courts of Mumbai for any dispute or matter arising out of or relating to this Employment Letter and your service with the Company.

10. General Conditions:

- (i) We expect you to invest in your continuous learning & self-renewal. We value you as a person and as a professional. We commit to invest in your well-being as per policies, programs and strategies formulated from time to time, and we expect reciprocal efforts from your end.
- (ii) You will observe and adhere to the rules and regulations, guidelines or office orders of the Company as may be applicable from time to time.
- (iii) During the tenure of your service with the Company or thereafter, you will not divulge to any person or make public or use for any purpose except for discharge of your official duties, any information about the operations, plans, research, know-how, processes, administration or affairs of the Company or its associates whom you have an access and knowledge during the course of your employment. All this information that comes to you during the course of employment with the Company is deemed to be confidential.
- (iv) Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property (including any leased property)of the Company including documents, Company provided uniform, files, books, papers and memos in your possession or custody. You will also return any letter of authority or power of attorney issued to you.
- (v) You will keep the Company informed about change in your present/ local address for any reason or civil status.
- (vi) Your performance will be reviewed as per Company policy.

This letter supersedes and prevails over any past letter or any other communication that you may have received from SFIPL and contains the prevalent understanding in respect of your fresh employment with SFIPL.

Please sign on each page including the annexures in acceptance of the terms and conditions as well as the Compensation structure (Annexure A) set out therein and return a copy of this Letter.

We hope that we will have a successful and happy association.

Sincerely yours,

Accepted and Agreed

**For
Sapphire Foods India Limited**



**Sandipa Chandorkar
Head HR**

(Employee's Signature)

Annexure A

SAPPHIRE FOODS INDIA LTD	
Name	Sandeep Kumar
Total Compensation	602070
Basic	200700
Other Allowances*	367650
Retirals	33720

*Other Allowances can be availed under various categories as per company policy

Annexure B

You will be entitled to the Performance Link Incentive of Rs. 65000/- based on achievement of individual and company targets.

For you to be entitled for this amount, you will need to be on rolls of the Company on the day of pay-out.

Please note that this is subject to deduction of tax at source in accordance with applicable Law.

For Sapphire Foods India Limited



Authorised Signatory

Sandipa Chandorkar

Head HR

(Employee's Signature)