

Employee Name: Md Sohail
Employee Code IK413845
Designation: Large Delivery Executive
Address: SAT/KAROLBAGH (SATELLITEHUB_KAROLBAGH)

Dear **Md Sohail**,

OFFER CUM APPOINTMENT LETTER

Further to your application and subsequent discussion for employment with us, we are pleased to appoint you as **Large Delivery Executive** effective **22-Sep-2025** till **22-Oct-2025**

on the following terms & conditions.

1. POSTING

1.1. We would like you to join the services on an immediate basis and your initial posting will be at **SAT/KAROLBAGH (SATELLITEHUB_KAROLBAGH)**.

2. DUTIES

2.1. You shall devote your time, attention, and ability towards the company and shall perform such duties and exercises assigned to you from time to time by the management. You shall also comply with orders, directions, and regulations as laid by the management.

2.2. Your Services are liable to be transferred/ deputed part or whole time to any company, section, subsidiary, or associated concern.

2.3. You are required to be flexible and to undertake all duties associated with your role. You are also expected to undertake reasonable alternative duties in addition to, or instead of your normal duties. The Management decision in this regard would stand final and abiding.

3. CONFIDENTIAL INFORMATION

3.1. Any information you obtain from time to time regarding processes, methods, client information, business practice, etc., should be treated as being of the utmost confidentiality.

4. SERVICE RULES, DISCIPLINE and GRIEVANCES

4.1. During your employment with us, you will not be associated yourself with such activities, as in the opinion of the Management will be harmful or detrimental to the interest of the company.

4.2. You will abide the rules and regulations, which are in force and also by any additions and/or the amendments that may be brought into force thereto and rule governing business conduct and secrecy as decided from time to time by the Management.

4.3. It is understood that this employment is being offered to you on the basis of particulars submitted by you in the Application of Employment. However, if any time it should emerge that the details provided by you are false/ incorrect, or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated immediately without notice after giving you an opportunity, in accordance with the disciplinary action against you for the same.

4.4. Nothing contained herein constitutes a guarantee of employment. Your performance shall be subject to the appraisal by the company. The company reserve the right to terminate your employment on grounds of performance not being up to expected standards.

4.5. You will be paid pro-rata daily wages only for the days that you report for work. You will not be entitled to any wages for the days that you have not worked, whatsoever the reason be including but not limited to Government restrictions/civil/social disturbance.

4.6. You will comply with all the instructions, guidelines or policies, processes or practices of the client on health, safety and security which may be in force from time to time during the tenure of your employment.

5. PERIOD OF SERVICES and NOTICE PERIOD PAY.

5.1. The notice period will be 07 days for resignation, and no leave can be availed during the notice period, If absconded without serving notice 15 days salary will be deducted from fnf as a recovery.

5.2. In case of notice, pay to take over, the same will be recovered if you leave the company before completion of the notice period.

You are bound to abide by and adhere to the policies, rules, and regulations enforced by the Company from time to time including but not limited to Code of Conduct, Discipline, Business Ethics and Contract of employment. Such policies, rules and regulations may be subjected to alternation and amendment from time to time at the sole discretion of the Company and you shall be covered under them.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regards to the subject matter.

Any variations of the above terms and conditions will not be valid until expressly made in writing by the company.

Annexure A

Particulars	Per Month	Per Annum
Basic	20,371	2,44,452
Gross Salary	20,371	2,44,452
Employee PF @12%	1,800	21,600
Employee ESIC @0.75%	157	1,884
Advance Bonus	500	6,000
Take Home	18,914	2,26,968
Employer PF @13%	1,950	23,400
Employer ESIC @3.25%	679	8,148
CTC To Employee	23,500	2,82,000

[E_SIGNATURE]

Annexure B-Documents

Aadhar Card (Both Sides)
Pan Card
Cheque Leaf and Bank Passbook / Bank Statement
Highest Qualification Degree
10th and 12th mark-sheets
Appointment Letter, Offer Letter, and, Relieving Letter from previous Organisation(s)
Experience Letter
Salary slips (Last 3 months)
2 references of previous company (Manager and Colleague): Name, Phone Number, LinkedIn Id Link, Designation.

We will be grateful if you return the duplicate copy of this letter, duly signed in token of acceptance of the terms and conditions of your employment, within two days of you receiving this letter.

If you are unable to join the duties in stipulated time and date, this offer given to you will stand cancelled and/or withdrawn automatically.

Yours sincerely,

For **SPNN Business Services Pvt. Ltd.**



Navneet Singh
CEO

DECLARATION

****Professional Tax & LWF will be deducted as per state norms.**

I hereby accept the above-mentioned terms and conditions.

Name: _____

[E_SIGNATURE]

Date: _____