

Letter of Appointment

Dear Sir,

Dear Mr. R. P. Singh,

We are pleased to offer you the position of SEO Executive in Elite Informatics on the following conditions:

1. DATE OF COMMENCEMENT

Your employment will commence on 21st June 2016.

Your probation period will be 3 months from the date of joining. The company reserves the right to extend the probation period at its sole discretion.

2. SALARY

Your starting monthly salary will be Rs. 10000/- per month. Rs. 1000/- will be deducted from your salary up to 12 months. Thereafter you will get an amount equivalent to your next salary.

Your performance will be reviewed periodically and the company shall make adjustments to your salary as it sees fit. Salary increments will be done annually.

You are not entitled to any transport allowance.

3. WORKING HOURS

The company's working hours are Monday to Saturday from 9:00 AM to 6:00 PM. There is a one-hour lunch break every day.

You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of the company.

The company reserves the right, at its sole discretion, to revise, amend or extend the working hours.

4. TERMINATION AND NOTICE

During the probationary period, the company may terminate the contract immediately without any notice if the employee is found incapable of doing the given tasks.

The company reserves the right not to give any reasons for termination.

The company, however, has the right to give immediate notice before terminating your services if you are guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this Letter of Appointment.

Upon the termination of your employment you shall return to the company all documents, records, items and materials in your possession or custody belonging to the company and you shall not retain any copies (including electronic or soft copies) thereof.

