



Date:july01,2019

Emp Temp Code: 4011329123

G Chandana.

Letter of Appointment

Dear Chandana,

With reference to the interviews you have with us in the recent past, we are pleased to make an offer of employment in our company. You will be placed in our Grade I grade and designated as Analyst you are required to report to the client office at Hyderabad on July 01-2019 at 9.30AM.

Your appointment will be under the following terms and conditions of the employment.

1. Your remuneration is as per the enclosed annexure. All tax liabilities arising out of your entire compensation package, present of future, shall be borne by you.
2. Company's call centers would be operating on a 24\*7 basis, which means exigencies of work may require you to work in periodic shifts including night shifts. By accepting and signing this document, you atomically affirm your willingness to abide by this requirement.
3. While your initial place of posting will be at client's office at Hyderabad, you are liable to be transferred to any of the company's office in India or to any other department in the organization. All such transfers shall be governor by the transfer policy of the company.
4. You appointment will be on probation for a period of six months from the date of joining the company. However the period of probation may be extended in case it is found necessary. Please note that your services shall stand confirmed on the expiary of your probation period unless yours specifically advised otherwise in writing.

During the period of probation, your services can be terminated at any time without notice and without assigning any reason thereof.

on confirmation of your services, your services are liable to be terminated by the company by giving you thirty days notice in writing are salary in lieu thereof.

In case you decide to live the service of the company, you will be required to give not less than thirty days notice in writing and the company may at its sole discretion relieve you of your duties any time during the notice period, and in that event you will be paid salary up to the last working day.



*Rajai*

**PRINCIPAL**

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (T.S.)