



Date : 15th March, 2021

Ref No. : DS/HO/39/2020-21

Emp Name : Mr. Ritesh Gandhi,

Letter of offer of employment

Dear Ritesh,

We have pleasure in offering you the position of **Associate DevOps Engineer** subject to the terms in the letter. You will play critical role in driving technology vision set by management and product desired business solution. **Your fixed annually compensation will be Rs.2,40,000/- (Two Lakhs Forty Thousand only).**

Transparency and Integrity are our values and at the heart of all we do! You are expected to study the document of condition of employment shared related to the core principles that drives Definededge.

Please note, you will be on probation for 3 months from the date of your joining or such other extended period as may be decided upon by the company. During this period, in case if you wish to resign from the services, you will have to issue at least Fifteen days notice period to the company. We reserve the right to withdraw our offer of employment or terminate your employment with us. If the above terms and conditions are acceptable to you, please let us have your acceptance to this offer.

Thanks & Regards,


Rachana Kokate

HR Manager





Conditions of the Offer and employment

Compensation and Performance review

Your performance will be reviewed periodically as per the organisational process. The compensation package will be reviewed annually on a financial year basis, subject to the organisation policy and management decision. Compensation revisions and promotions are discretionary, interlinked with your performance during the previous year of service in terms of efficiency, achievement of set targets and discipline and also overall performance of the organisation.

Code of conduct

You shall be obligated to sign, accept and adhere to the code of conduct and HR policy that the organisation shall put in place. Such code of conduct may be modified by the organisation in its interest and at all the times, shall be binding on you.

Conflict of interest

You shall devote your services exclusively to the organisation and in the interests of the organisation. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly, in any trade or business during your engagement with the organisation, without permission in writing from the organisation.

Transfer

The company may utilize your services in any section/division, office or establishment and /or related companies forming part of group, in any location worldwide. The remuneration or compensation will be discussed depending on the location at the time of transfer

Other Matters

You will devote entire attention to your duties to promote the interest. If for the any reason you wish to resign from the company's services, you may do so by giving one months' notice in writing. Similarly company can at its discretion terminate your services by giving one months' notice in writing. The salary calculations during Notice period will be done on the basis of basic salary & not the allowances.

Ritesh Gandhi

Accepted and signed