

To,

Mr.Omkar Shankar Kadam

**Subject: Appointment As “an intern Software Developer”**

Dear Mr.Omkar Shankar Kadam

Congratulations! With reference to your interview with us, we are pleased to appoint you as an “intern Software Developer” – on terms and conditions given below.

## 1. General :

- a) This appointment offer is made for work at our Pune office. Your services can be transferred to any department where needed.
- b) Your joining date should not be later than 8<sup>th</sup> February 2021.
- c) Probation Period: You will be put on Probation for period of Six (6) months from the date of joining. Your probation period may be extended at the sole discretion of the management. On completion of probation you will be confirmed in the service.
- d) Notice Period:
  - i) During probation period, a notice of 7 days in writing will be required to be given by either party before the employment can be terminated
  - ii) If a confirmed employee resigns from his/her position 1 year or earlier from the date of confirmation the notice period stays the same as of now i.e. 7 days.
  - iii) If a confirmed employee resigns from his/her position 1 year and 1 day or higher from the date of confirmation the **notice period will be 7days**,but it is negotiable.
- e) Increment and Promotion: Your growth and increment in salary will depends solely on your performance and contribution to the company.
- f) You will not disclose any information about the company to anybody outside without permission of the management.
- g) Your Appointment is based on the facts mentioned in your application and the correctness of the documents produced. If it is found incorrect, your services will stand terminated automatically.

## 2. Working Days, Holidays and Leave:

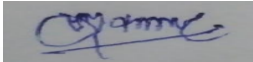
Company normally works for Six days a week and Nine hours a day including 45 minute Lunch break.  
Company observes Sunday as a compulsory weekly off day and second and fourth Saturday as holidays.  
The Company reserves right to make changes in the rules.

#### 4. Leave:

**Leave during Probation:** you will get 1 day paid leave per month during your probation period.

**Leave after Confirmation:** you are entitled for 7 days Casual Leave and 15 days Paid Leave per calendar year. Please return the duplicate hereof, duly signed as a token of your acceptance of the offer. We are confident that you will have a long and mutually rewarding career with us.

Yours truly,



Managing Director

For OmVSab IT Solution

