

Date: 18/11/2021

Miss. Rinita Adhikary ,

**Subject: Letter of appointment for HR Trainee .**

Dear Rinita Adhikary,

We Congratulate and welcome you to the **Edera Family!!!**

With reference to your application and subsequent interviews you had with us, we are pleased to inform you that you are hereby appointed as HR Trainee in EDERA PVT LTD. to be based at Pune HQ as per terms and conditions discussed and agreed upon as under:

- Date of Joining: 17 November 2021
  - Contract Period: 03 Months
1. The salary for this position is unpaid for 3 Months but if your performance is good then we will hire you on our payroll.
  2. Your job function and responsibilities as HR Trainee are under preparation and shall be issued on due course.
- **You will be placed on probation for a period of one month and the said period can be extended based on your performance and confirmation review.**
  - **During probation or confirmation, the notice period for termination/resignation will be 30 days from either side.**
  - **After successful completion of probation, you will be confirmed in writing as a permanent employee at the company.**
  - **In the event that you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the company**
  - **You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and other promulgated by the management in relation to conduct, discipline and policy matters,**
  - **While you are in employment of the company, you may be given or handed over company's property and/or equipment's for official use and you shall take care of them including their upkeep.**

- You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or divulge any information or data, without prior consent of an authorized officer of the Company.
- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You will be entitled to leave, holidays and other service benefits as per the rules of the company as amended from time to time. After confirmation you will be entitled to leave, holidays and other service benefits as per the rules of the management.
- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- You shall retire on the attainment of 58 years unless specially required but the company in writing to continue in service beyond this age.
- It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the company at the time recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.

You are requested to return the enclosed copy duly signed as token of your acceptance of the terms and conditions of your employment.

**We believe in our employees and we appreciate their loyalty and commitment towards their work and organization, every employee in EDERA PVT LTD. Can look forward to a period professional working environment, with clear focus on performance**

We wish you all the very best and hope that this will be the beginning of a long and successful career with us.

Yours Faithfully  
EDERA PVT. LTD.

**Signature:**

Name: Rinita Adhikary  
Date: 18/11/2021  
Location: Pune

Director



HR Department