Date: 20th February 2018

Mr. Albert Manoj

(m)-+91-8605705356

Our Reference : **EP/ 0033- Albert Manoj**

Sub: Congratulations – you are invited!

Dear Candidate,

This has reference to your interest in taking up a full time employment with **Pleximus** and our subsequent meetings.

It gives me great pleasure to invite you to be a part of **Pleximus** team in Ratnagiri, India. You would join as an **Assistant Software Engineer.**

**Pleximus** comprises of talented professionals who would be keen onwelcoming you onboard.

Your initial place of posting would be Ratnagiri and we expect you to assume charge on or before 21st February 2019. Please find below terms of your employment with **Pleximus.**

**Tenure**

1. You will join Pleximus as an intern for first 4 months.
2. Post completing 4 months you will join as a full time Pleximus employee, Date - 21st June 2019

**Remuneration**

1. Your remuneration in the internship period will be INR 10,000 per month out of which we will hold 50% amount each month and will be given post you join us on 21st June 2019 as joining bonus
2. Your annual salary in hand will Rs 1.2 lakhs
3. In 4 months of internship, there won’t be any paid leaves

**Employment at will**

1. By accepting this offer you confirm that you have understood nature of our business, your role in the company, reporting structure, work demands and are fully aware that with change in business demand, these may change over time.
2. You have assessed the work requirements and you are reasonably confident of your fitment to the role given your education and experience.
3. You are accepting this offer at will and agree to abide by the terms of the organization.
4. As discussed verbally, you will ensure that you will stay with Pleximus for atleast 2 years from the date of joining.

**Work timings**

1. As part of the Pleximus workforce, there would be defined work hours at office but your accountability would be towards task completion. Defined work hours may vary between 48 - 54 hours a week depending on the nature of project.
2. You agree to meet expectation on maintaining discipline in work timings.

**Separation**

1. Given that this is employment at will, both sides would be free to end the engagement by giving a written notification.
2. To ensure a smooth separation process, employee would be bound to give clear 90 working days advance intimation post 2 years of joining.

**Conditionality**

This offer is conditional to positive outcome of following:

1. Information provided by you in your application to us for employment (including resume) and documents submitted are genuine.
2. You do not have any impending legal proceedings against you in any court of Law.
3. You are not employed on the date of joining **Pleximus.**
4. That you are medically fit to execute your responsibilities at work.

I once again welcome you to the family of **Pleximus** professionals and wish you a satisfying experience at **Pleximus.** Please sign a copy of this offer as acceptance, look forward to meeting you on your joining day.

(This offer is valid for a week from the date of issue of this document)

Warm regards,

**Azhar Bandri**

**CTO (Chief Technical Officer)**

**Pleximus**

I undersign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the offer letter and promise to adhere to all the working principle of Pleximus. I hereby confirm my acceptance of the offer of appointment in Pleximus.

 Employee Name and Signature