

Ref: HR

Dated: 21st Sep 2022

OFFER LETTER

To,

Mr. Akash Holam,

This has reference to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of **Trainee Engineer** with effect from **27th Sep 2022**. You will be based at our office in **Pune, India**. Your compensation will be **Rs 3,00,000 (Rupees Three Lakhs Only)**

Your appointment letter comprising the detailed terms and conditions of your employment and the salary sheet will be given to you once you formally join us on the Date of Joining mentioned above.

Increments and Promotions:

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Vyom Labs Private Limited performance review and appraisal clause.

Notice Period:

During your employment with Vyom Labs Private Limited, either you or Vyom Labs Private Limited can terminate the appointment by giving 90 calendar days written notice or 50% of gross salary in lieu of the notice as per management discretion. If you are covered under Service Agreement, either you or Vyom Labs Private Limited can terminate the appointment by giving 90 calendar days written notice as set out in the Policy of Vyom Labs Private Limited.

Vyom Labs Private Limited reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned leave or basic salary in lieu of notice period may be adjusted against the entire or partial notice period as per management discretion.

Health Insurance:

Vyom Labs Private Limited extends the Basic Health Insurance cover to you under the Company's health insurance policy. Hospitalization Coverage Up to **Rs. 4,00,000** per beneficiary.
Accident Coverage is **Rs. 4,00,000**.

We trust that the information and supporting document you have provided to us are true, based on which you have received this offer for employment. Should there be any discrepancy in the information provided by you, kindly update it before you sign and return the offer letter. We reserve our right to review and revoke this offer of employment, in the event any discrepancy is found in the future.

We request you to carry and submit the required documents with you on the Date of Joining as per the attached Joining Documents Checklist.

For a convenient joining process, the required pre-joining documents should be uploaded and submitted as per the guidelines within 2 days of Offer Acceptance.

All the matters related to your appointment and compensation are strictly confidential and shall be treated as such at all times.

Vyom Labs Pvt. Ltd.



If you agree to all the above-mentioned terms and conditions, we request you to confirm your acceptance of this offer by returning the duplicate copy of this letter duly signed by you. If you have received the offer letter through email, please send your acceptance through a reply mail within one day from the date of receipt of the e-mail. If you fail to accept the offer from **Vyom Labs Private Limited** within 1 day, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Additionally, if you fail to report for onboarding formalities on the Date of Joining after accepting and signing this offer letter, you shall be liable to pay an amount equivalent to 1 (One) month Gross Salary for the loss that may be suffered by the Company as the Company has incurred cost towards recruitment and had also confirmed the seat for the said position.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Yours sincerely,
Human Resource Department

Vyom Labs Private Limited

I have read and accept the terms and conditions of this offer letter:

Name : _____
Signature : _____
Date : _____

Vyom Labs Pvt. Ltd.