

## Appointment Letter

January 13, 2020

To,  
Mrs. Vibhuti Shinde  
680, Shramshapadhya  
Jugainagar, Panval  
Ratnagiri- 415619  
Mob: 8237892028

Dear Vibhuti,

We have pleasure in appointing you as Jr. Software Engineer in our organization, effective **13<sup>th</sup> January, 2020** on the following terms and conditions:

- You have agreed to sign a Non-Disclosure Agreement & Bond of 3 years (including your training period) with Greytrix.
- Your salary would be **Rs.12,500/-** per month during the training period (Three months). Your salary would be **Rs.17,500/-** for next 9 months after your training period.
- Your compensation package shall be subject to all applicable taxes and withholdings. You are entitled for other benefits like Provident Fund, Gratuity and Medical policy.

### SALARY REVISION

Increment will decide by Management annually, depending on your performance, efficiency, hard work, Loyalty, regularity in attendance will be taken into consideration.

### DUTIES & RESPONSIBILITIES

The company will expect you to work with a high standard of initiative, efficiency & economy. You will be performing such duties, which are assigned to you, as per direction & instruction by the company & Management & superiors.

You will devote your time entirely towards the work of the company and will not undertake any direct/indirect business or work, honorary or remunerative except with the written permission of the Management in each case. Contravention of the same or similar to this will be lead to termination of your service without any notice or any compensation in lieu of such notice.

All the material produced (software, development work etc.) created while under employment with us is deemed proprietary property of Greytrix. You are **NOT TO** disclose, solicit or pass on any information/work produced that you may have had access to during your tenure with us.

