

# **M/S HEALONN GLOBALMED PRIVATE LIMITED**

PAN No.: AAFCH9693C

CIN: U52100DL2021PTC387355

**GAURAV GUPTA**

E-mail: pg\_gupta09@yahoo.com

Mobile: +91-9873664662

**Date: 4<sup>th</sup> April 2022**

## **Subject: Appointment Letter**

Dear Gaurav,

With reference to your application & subsequent interview with us. We are delighted to appoint you as "**Assistant Manager – Business Development**" in our company. You have been appointed on the following terms and conditions:

### **1. REMUNERATION:**

For the said role you will be paid Rs.45000.00 per month (all inclusive).

### **2. COMMENCEMENT OF DUTY:**

Your employment with the Company has been effective from **4<sup>th</sup> April 2022**.

### **3. CONFIDENTIALITY:**

During the period of your service in the Company you will not be permitted to do any other service or profession without the permission of the company, not allowed to disclose the secrets of the Company and will protect the interest of the Company. You are not allowed to share any information outside about the work and project you are working.

### **4. DOCUMENTS TO BE SUBMITTED:**

You are required to submit the certificates in support of your education, professional qualification, experience letter & relieving letter. You will inform the Company about any change in your full address, if not shared then this will be considered as lack of duty of the employee and whatever correspondence the company may have to do will be done at your last given address and the responsibility for not receiving the letters will be on you.

### **5. TERMINATION OF SERVICE:**

Company has the right to terminate your employment at any time without notice or payment, for cause such as misconduct or negligence, wilful misconduct, repeated failure to comply with lawful directions, breach of the terms of this Employment Offer and breach of representation, unethical business conduct, breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company. Instances of misconduct shall include, but not be limited to, acts such as:

For HEALONN GLOBALMED PRIVATE LIMITED



Authorised Signatory

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- habitual absence without leaves or absence without notice for 4 consecutive working days;
- fraud, misappropriation or dishonesty in respect of the Company's property or business;
- commission of any act not in conformity with discipline or good behaviour;
- habitual neglect of work or gross or habitual negligence.
- disclosure to any unauthorized person of any Confidential Information;
- seeking or giving illegal gratification;
- offering or passing kickbacks or any other kind of monetary reward to customers unless otherwise permitted under the applicable
- conviction for any criminal offence including, but not limited to, any offence involving integrity or honesty.
- If an employee is accused of sexual harassment, he or she may be terminated with immediate effect. The accused may be terminated at the employer's discretion even if the offense is minor or the proof is insubstantial
- Upon finding negative background verification reports at any given point of time during the employment with the company

Any delay or forbearance by the Company in exercising any right to terminate your employment, under this clause, shall not constitute a waiver of such right. Employees are expected to return all Company property in their possession or control immediately upon termination of employment for any reason. The Company may take additional action deemed necessary to protect or recover its property.

## **6. COMPANY PROPERTY**

You will always maintain Company property in best of the condition, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## **7. DAYS AND HOURS OF WORK**

The normal working days are Monday to Saturday. You are expected to work not less than 8 hours per day, and if necessary, for additional hours depending on your responsibilities.

## **8. RULES POLICIES AND PROCEDURES:**

The rules, regulations, policies and procedures of the Company ("Policies") as are now in force and which may be amended from time to time shall govern you during your employment with the Company. For the avoidance of doubt the Policies are incorporated by reference into this Employment Offer and are subject to change, replacement or withdrawal at any time at the discretion of the Company without prior notice. These Policies are available with the human resources team of the Company. You are expected to go through the same before accepting this Employment Offer.

For HEALONN GLOBALMED (P) LTD.



Authorised Signatory

# E-163, Kalkaji, New Delhi - 110019

Email: info@healonn.com    Mobile: +91-9818222888

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By accepting this Employment Offer, you are undertaking that you have read the Policies and that you shall keep yourself informed of all additions, modifications, replacements, or withdrawals in the Policies during your employment with the Company.

You are required to disclose to the Company any transactions or matters which are, or may be, in contravention of the Police.

## **9. ACCEPTANCE:**

If the terms and conditions of employment enumerated in this Employment Offer, are acceptable to you, please confirm your acceptance by signing the duplicate copy of this letter and return it to the Company within 3 calendar days from the date of this Employment Offer.

I am personally delighted to welcome you to our Company and look forward to a mutually rewarding partnership.

**Thanks & Regards**

For **HEALONN GLOBALMED Pvt. Ltd.**

  
**Authorised Signatory**

**Authorised Signatory**