

Suryanaryana .M,
Chennaeri Village,
Dasukuppam post
Satyavedu Mandal,
Chittoor Dist. – 635126.

01.11.2021

Dear Mr.Suryanarayana.M

Offer Letter

This has reference to your application and the subsequent interview you had with us. We take great pleasure in offering you an appointment in our organization as **Asst. Manager – Production** on the following terms and conditions.

1. You will be designated as **Asst. Manager – Production**
2. Your remuneration will be Rs. 35755/- CTC per month.
3. You will devote your whole time to the work of the company and will not undertake any other business or work, honorary or remunerative except with the written permission of the MD.
4. You will be based at our factory in Hosur, TN, India.
5. Your appointment is subject to being found medically fit throughout your employment. The management may at any time direct you to undergo medical examination and take a decision on the merits of the results.
6. Your appointment is made on the understanding that the information given by you is correct, true and complete. If it is found at any time that the information given by you is incorrect / untrue / incomplete, your service will be terminated immediately without notice.
7. The Management shall not be liable for any of the claims arising from your previous employers / outsiders against you.

8. During the course of employment if any involvement in case of theft/fraud is found your services will be terminated without any notice.
9. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while you are in service and such discovery, invention, process or

improvement shall belong absolutely to and be the sole and absolute property of the company.

- 10 You are required to inform the Personnel Department any change of particulars submitted in your application or during the interview till the date of reporting for duty and from time to time including change of address.
- 11 You should not engage in any activities that are inimical to the company's interests.
- 12 All other standard rule of the company as existing now and as may be amended from time to time will be applicable to you.
- 13 I accept the above offer of appointment on above terms and condition mentioned therein and agrees by the same. I will report for joining on _____.

Please return the duplicate of this letter duly signed by you as a token of your acceptance.



AUTHORIZED SIGNATORY

ACCEPTED BY

Place : Hosur

Date : 01/11/2021