

Date: 10-11-2021

APPOINTMENT LETTER

To,

IRFAN A

NO:33/66, DR. AMBETHKAR NAGAR

4TH STREET, KORUKKUPET,

CHENNAI-600021

Dear IRFAN A,

This is in reference to the personal interview dated 02-11-2021 and discussion we had regarding your appointment with the company **for the post of FIELD SALES OFFICER**. This letter is to confirm your appointment for the said vacancy. The tentative **date of joining is 10-11-2021** and you will be on **probation for a period of 3 months from the date of joining**. The probation period will be extended in case the performance is not satisfactory subject to the discretion of the management. After successful completion of probation period, your appointment will be confirmed. The appointment is subject to the following terms and condition.

You will be eligible for the remuneration, allowances and perquisites as mentioned in Annexure – I of this letter.

General Terms and Conditions of appointment:

1. The company expects you to work in the department, in which you are placed with high standard of efficiency and commitment.
2. You should be physically and mentally fit to perform the duties assigned for.
3. You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform the duties in compliance with prescribed policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
4. You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and such other parameters as may be required.