

COTGIN ANALYTICS

Delivery Technology Solution

Ph - 01144122122, +91 7699000006

ADD - 21, Arihant Nagar, West Punjabi Bagh, New Delhi -
110026

OFFER LETTER

23rd April,2024

Dear Ms. XYZ,

We are delighted to extend you an offer to join **COTGIN ANALYTICS PRIVATE LIMITED** as **XYZ**. We are confident that your skills and experience will greatly contribute to our team.

Position: XYZ

Start Date: XYZ

Location: XYZ

- You shall be on probation for a period of 3 months from the date of joining. During the period of probation, your performance will be evaluated on a regular basis. If your performance does not meet the required standards then your appointment is subject to termination without any notice.
- You shall be entitled to a CTC of **Rs. 000 per month**.
- You are not eligible to take any leave during probation period.
- Employee Background verification period is 10 to 15 days and it starts from the day of employee's joining, if we find that the information provided by the employee is false or incorrect. In such case the company may terminate your employment on immediate basis & You will not be eligible for any kind of compensation for those 15 initial days. i.e. you will not get salary or documents from company's end.
- Your standard work hours will be [9.30 - 6.30] from [Mon - Fri] or as specified by Company from time to time.
- The company demands a high standard of efficiency and effectiveness to meet the requirements of the tasks assigned to you. Hence you have to be effective, efficient, reliable, productive and cost effective.
- Your status of employment in our company is contingent upon your physical and mental composure. Your service will be terminated If you are found mentally or physically unfit.
- The various positions and delegated tasks in the company are subject to transfer from one place of duty/section/department/division to another place of duty/section/ department/division in the establishment. You will be ready to bear the brunt of situations related to transfer to other establishments, plants, associated companies, branch offices, head offices in India or abroad which

may be the case at any point of time in future at the sole discretion of the management. On transfer from one place to another, your salary would be paid in accordance with company norms.

- The offer letter is being issued on the understanding that your past track is by no possible means threatening to the company or associated personnel and must not result in any awkward or disastrous situations. If any such objectionable track was not revealed to the company before joining or the declaration proven to be false, in such case, the appointment itself shall be deemed to be ineffective and your services will be subject to immediate termination without any notice or compensation in lieu thereof.
- You will be in employment of this organization exclusively and not engage yourself in any other IT Company or any work, profession or employment either part-time or honorary during the period of employment.
- Confidentiality is highly valued in our company. You will not share any information related to work or company or personnel to anybody in any manner. If found guilty, a strict action will be taken by the management and may also result in termination.
- Your absence for a period of 3 days shall be treated as equivalent to termination without any notice from the management if no approval was granted for this absence.
- Employment may be terminated by you at any point of time by furnishing appropriate rationale and one month's notice or one-month gross salary in lieu of notice.
- Notwithstanding the below conditions, the contract of service may also be terminated because of under mentioned stipulations:
 - a) If you fail, refuse or neglect to carry out and perform duties assigned to you by the company.
 - b) For loss of confidence in you by the company for any of the act committed by you.
 - c) Non-Performance of duties entrusted to you or otherwise.
 - d) If you are found unfit for being entrusted with the responsible work commensurate with your position as a result of any misconduct or moral turpitude.
 - e) If you commit any act prejudicial to the continuing good relationship between you and the company.
 - f) If you commit breach of any of the terms of this letter of appointment.
 - g) You have to sign company policy after your background verification.
 - h) If you fail to clear the previous employment Certification and it leads to non-payment of any sort of benefit.
- No authority is vested upon you to make any financial commitment and enter into agreement/contracts/understanding of any nature with any second party or/and third party without seeking the prior permission/approval of the management. Any violation that exceeds your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

DATE: 23 -April -2024
