

Ref: Potion\GD\21-22\PIS236

Date: October 01, 2021

Subject: Appointment to the post of Graphic Designer

Dear Mr. Nitesh Bhandari
Kudi, Sweer, Tehri Garhwal,
Uttarakhand, Pin- 249199
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We are pleased to offer you appointment as Graphics Designer in our Company with effect from the date of your joining which should be by or before October 01, 2021.

The appointment is subject to the following other terms and conditions:

1. You will be on probation for a period of six months. The company reserves the right to extend the probation period in the event that your performance is not upto the expectation. You will continue to be a probationer until you have been communicated to in writing that you have completed the period of probation to the satisfaction of the appropriate authority. During the period of probation, including the extended period, if any, either side can terminate your services at any time without assigning any reason and without giving any prior notice.
2. Regarding your compensation package, your monthly gross salary will be Rs 10,000/- plus other benefits as per Appendix-A. All of these will be subject to all necessary tax and statutory deductions as well as relevant rules that are applicable from time to time.
3. You will be liable to serve in any of the offices of the Company or client locations in India or abroad as may be required by the exigencies of work. The Company reserves the right to transfer you from one place to any other place in India or abroad. Presently you will have to report at the Company's office at Sector 65, Noida.
4. During the period of service in the Company, you will discharge your duties honestly and faithfully and will not do any act or omission which might cause harm to the interest of the Company.
5. During your service with the Company and even after you have ceased to be in the employment of the Company, you shall not divulge any information, data, material etc. acquired by you as an employee of the Company to any outside person, company or body without the express consent of the Company.
6. You shall during the period of your service in the Company:
 - Perform, observe and conform to such orders and instructions as may be reasonably given or communicated by the Company from time to time.

Confidential

Nitesh

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