SAMPLE

**Date: 25.11.2019**

**Mr Isarapu Radhe Shyam,**

**MIG-II-118, SECTOR VI,**

**MVP COLONY, VISAKHAPATNAM,**

**radheshyam.isarapu@gmail.com**

 **SUB: LETTER OF INTENT**

**Dear Mr Radhe Shyam,**

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of OMICS family.

We are pleased to offer you a position as “**IT-Network Admin Executive**” at Grade **E2** and work location will be at our **Visakhapatnam Office.** The regular fixed term employment will be issued to you at the time of joining. You will be required to join us on **25th November 2019.**

We reviewed the Industry competitiveness of Compensation packages for such executive and senior roles the relevant Industry benchmarks and thus are pleased to offer a package for a fixed component of **INR –3,61,046 PA (Rupees Three Lakhs Sixty One Thousand and Forty Six Only)** per annum on a cost to the company basis. (This package is applicable to the statuary deductions as per Indian Tax laws).

Apart from above fixed component, you are eligible as per Company Incentive Policy and Fines applicable as per Deduction Policy.

*You should work in OMICS for a minimum period of Eleven Months.*

Kindly report to office at **OMICS International Pvt. Ltd. Second Floor WIPRO aforesaid Building(IT/TES SEZ) Rama Talkies Road, OLD TB Hospital compound, Resapuvanipalem, VISAKHPATNAM-530013 , India, Ph: +91-0891-6792121.**

**With Best Regards,**

**Human Resources**

**OMICS International Pvt. Ltd.**

At the time of joining, you are required to submit the copies of certificates as per the following list.

1.   All Academic Qualification Certificates

2.    Identity Proof (Passport/ Pan/ Voter/ Driving License) Two copies of each.

3.    5 color Passport size photos

4.    Residence Proof of Permanent Native Place

5. Updated Resume.

6. Offer Letter hard copy

7. PAN Card Copy (Mandatory)

Please note our offer of is subject to submission of your antecedents at the time of joining.

We are welcoming you on-board for a successful career with OMICS Family

Please feel free to get in touch with us for any queries.

**With Best Regards,**

**Human Resources**

**OMICS International Pvt. Ltd.**

*“We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth “.*

**\*Note:**

 On verification, at the time of appointment or at a later date it is found that you have furnished wrong

 Information, in such cases your services with the company will be liable for termination.

**TERMS AND CONDITIONS OF FIXED TERM EMPLOYMENT**

## PLACE OF WORK:

Your place of work at present will be at Visakhapatnam. The company may also depute you to any work or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

## FIXED TERM EMPLOYMENT:

You will be on contract initially for a period of **Eleven** months from the date of your joining.

1. **DUTIES AND FUNCTIONS:**

You shall serve the company in the capacity of the job title assigned herein above and shall carry out such duties as the Management may direct from time to time/You shall perform all such duties and tasks assigned to you in an efficient manner, and if necessary shall complete the assigned task /work in such extra hours required for the completion thereof. Your task list may be subject to such addition/s or review as per Management’s discretion and /or such other circumstances.

1. **DRESS CODE**:

You are required to be dressed in Business Formals on week days and Casuals allowed on Friday and Saturday.

Gentleman: Full/Half Sleeved Shirt, Trousers and Leather Shoes (Black/Brown).

Ladies: Salwar Kameez/ Sarees/Business Suits.

1. **SHIFTS :**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are required to abide to the same.

1. **PROFESSIONAL ETHICS:**

You are required to deal with the Company’s money, material and documents with utmost integrity and professional ethics in the due course of your employment or by virtue of your employment in the company. If at any point of time you are found guilty of moral turpitude or dishonesty in dealing with the Company’s money, material or documents, or of theft or misappropriation, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

1. **SAFE CUSTODY OF COMPANY MATERIAL:**

You will be responsible for the safe keeping and good condition and order of all Company’s property entrusted to your care and charge like computers and other equipment, which shall be returned to the company at the time of relieving from the Company. The Company reserves the right to deduct the cost of such articles from your remuneration or take such action as may be deemed proper, in the event of your failure to account for such property or the usage of the property beyond permitted limit etc, to the satisfaction of the Management.

1. **CONFIDENTIALITY OF INFORMATION:**

You are expected not to divulge any information regarding any proprietary information in terms of data, reports, technology, expertise, research and development activities and business plans to any person other than the reporting authority in the hierarchy. If found guilty company may redeem your certificates till 5 years and/or five years salary followed by legal proceedings. If it is established that such proprietary information is passed on in any manner to anyone (unauthorized person in the premises or outside the company), notwithstanding any other condition in this Appointment Letter, the Company would be free to terminate your services without assigning any reason and without any compensation and would also be free to recover damages from you, if any.

1. **CONFIDENTIALITY OF SALARY INFORMATION:**

Your salary package is based on, besides your overall experience level in the industry, your educational qualifications and knowledge level assessed at the time of selection, particularly in the relevant skill sets. Therefore, the salary package offered to you is unique and personal only based on your skills and experience. You shall not claim any comparison of the same with the salary package of other employees in the company as the same is not of any relevance to your designation and remuneration.

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment etc., to any other employee of the Company except to your Respective Branch Head of the Company.

Similarly, when deputed to work / interact at the Client’s site, you are expected to maintain full confidentiality regarding your salary package and also not to discuss or disclose the same to any member of the Clients’ staff in the interest of maintaining and promoting good business relations with our Clients.

1. **OTHER EMPLOYMENT/OCCUPATIONS**:

While you render services to the Company, you will not engage directly or indirectly in any other gainful employment or business relationship in any other Companies, without the written consent of the management of the Company. While you render services to the Company, you also will not assist any person or Organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. Any action to the contrary would render your services liable for termination or followed by prosecution, notwithstanding any other condition in this appointment letter.

1. **VERACITY OF INFORMATION PROVIDED**:

You have been engaged on the assumption that the particulars furnished by you in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the appointment letter.

1. **TAXATION**:

The Company shall withhold the appropriate amount of Income taxes as per Indian laws from the salary and all other perquisites, benefits etc. paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the Indian tax laws. The Company shall also be entitled to deduct any other sums as may be recoverable from you, from time to time.

1. **PERSONAL DETAILS AND REFERENCES**:

The company will keep your personal details and employment history on file. It is your responsibility to inform the company in writing of any change in your personal details or to any kind liability including any professional liability or any other factors which are or could be relevant to your employment. Any concealment of facts or misrepresentation discovered by the Company at any point of time during your employment in the Company shall render your services terminable immediately and the Company shall also initiate legal proceedings against you for the breach of the terms of this appointment letter.

1. **TERMINATION/RESIGNATION OF EMPLOYMENT** :

The company reserves the right to terminate your employment summarily- without any cause upon issuance of one month notice or payment of month salary in lieu of notice, However, in the event of the company has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this appointment letter or other **fixed term** employment agreement, if any, or the Non disclosure Agreement the Company is entitled to terminate you from employment forthwith upon issuance of termination notice and no payment shall be made in lieu of any short notice.

Where your employment is terminated by reason only of the sale, transfer or amalgamation by the company of the whole or any part of its business, the company shall be under no obligation to pay any compensation for redundancy or for any other reasons. However, if the party acquiring the business or the part being sold, transferred or amalgamated, has offered you continuation of employment on terms of employment no less favourable than agreed under this appointment letter, then the Company may at its discretion treat your service with the company as if it was continuous service with the new employer.

*Termination/ Resignation may be initiated you by giving Three months prior notice in writing or Three month salary in lieu*

1. **SURRENDER OF COMPANY ASSETS AND EXIT FORMALITIES** :

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company. Exit interview would be conducted before full and final settlement of dues and salary.

1. Unless otherwise terminated for above reasons, you shall retire from the Company’s services upon attaining 58 years of age as per the Company’s records. The Company, however, at its sole discretion, may consider granting an offer for extension of one year each until you attain 60 years of age subject to you being found medically fit by the Doctor appointed by the Company and upon such terms and conditions as the Company may deem fit in the prevailing circumstances. The extension mentioned in this clause is at the sole discretion of the Company and the Company is not obligated to offer any extension.

1. **TRAVEL**:

Your travel will be as per the travel policy of the company.

1. **LEAVE**:

You will be governed by the Leave Rules of the Company as applicable and in force from time to time.

1. **AMENDMENT OF TERMS OF EMPLOYMENT**:

The Company reserves the right to modify your terms and conditions of employment in the exigencies of the Company’s business, and such modified terms and conditions shall apply to you and form a part of your terms and conditions of employment.

1. **CONCLUSION**:

We hope you find this offer to be satisfactory for joining the Company. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the company, and seeking ways for you to secure the necessary stimulation and advancement.