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01.09.2020

## Probationary Offer Letter cum Appointment Order

Dear G APARNA,

Welcome on Board! We are pleased that you have chosen to accept our offer of employment for **RESEARCH COUNSELOR cum CONTENT WRITER** position and we look forward to your first day of work on **Tuesday, September 1<sup>st</sup> 2020**. We believe you will find working at Athenova Technologies to be a rewarding experience.

Athenova Technologies uses a 120 days (4 Months) probation time frame for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided training and performance feedbacks frequently during this time frame as part of your on-boarding.

For probationary period of four months you will be offered a monthly pay of Rs.20,000/- Salary per month direct deposit in bank account starting from first pay period on confirmation of the employment after the successful completion of probation period, the gross salary will be increased and further incentives shall be provided to the deserving candidates. First month salary will be depending upon successful completion of one full month employment in Athenova Technologies. Candidates who don't complete full one month employment shall not be entitled to receive any salary or stipend, more over the trainee will not be charged with any training fee for the days trained at Athenova Technologies. At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be eligible to receive all normal and customary benefits offered to regular full time employees.

Your employment with Athenova Technologies will be on an 'at-will' basis, which means you and the company are free to terminate the employment relationship for any reason. The Office Timings will be from 9.00 A.M to 6:30 P.M on all days (Monday – Friday). We would expect prior written notice for availing any leave.

 **Registered Office :**  
No.9/30, Agaramthen Main Road,  
Agaramthen, Chennai - 600 126.

  
**Corporate Office :**  
No.183,<sup>1</sup>St Floor, Velachery Main Road,  
Selaiyur, Chennai -600 073