



Cyan Consulting and Resourcing Pvt Ltd

HQ10,Primus Building,Door No : SP-7A,1st Floor,Guindy Industrial Estate,Chennai 600 032.

Email: [venkat@cyanglobalconsulting.com](mailto:venkat@cyanglobalconsulting.com),Phone: +91 44 4004 0389

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21<sup>st</sup> August 2020

Ms. Adhithya.A

No:13A, Plot no:55,AMMU NIVAS,

1st Main road,Meenakshi nagar,

Pallikaranai,Chennai-600100

Dear Ms.Adhitya,

We are pleased to offer you the position of **Assistant Manager- Talent Management** at Cyan Consulting & Resourcing Pvt Ltd . Attached are the specific term and conditions of our offer- please read these details carefully, including your compensation and benefits detailed on page 6.

### Acceptance and Commencement:

Your appointment will be effective on your joining date, *on or before Aug 24 2020* Please contact us with a confirmed joining dates before August 24<sup>th</sup> 2020. If you don't confirm your acceptance, this offer will be withdrawn. To confirm this offer, you are required to : Respond via email to [venkat@cyanglobalconsulting.com](mailto:venkat@cyanglobalconsulting.com) and to confirm joining date.

### Other terms and conditions of the offers are as follows:

1.This offer is issued on work from home basis.



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2.It is required that you get reliable broadband connection at home and a dedicated phone at the time of joining. Cyan will provide a company sim card which can be used for business purpose only.

3. During your tenure with the company, you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business.

4. At any time after joining, either you or the company may terminate your service by giving 30 days notice or basic salary in lieu thereof.

5. Upon your resignation or termination of services ,you will be required to return all assets and properties of the company such as documents, machines etc.,

6. Your working days will be 5.5 days a week (Mon-Sat)

Working hours : 10am – 6pm , Saturdays : Half day 10am to 1pm with second Saturday off

7. A letter of appointment specifying the detailed break-up of your remuneration along with details of job profile/shift timings/training is mentioned herewith in this appointment letter.

8. You will report to CSO of the company as may be communicated to you from time to time.

9. You shall be responsible for safe custody of documents, material, property and equipment of the company entrusted to you or which may be in your use, custody or charge. Policy of the company, and adhere to their provisions at all times.



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10. E-mail messages: Cyan encourages the use of e-mail for business purposes. The messages generated or received via the e-mail including the backup copies are company property. The company has the right to retrieve and review any message composed or received through the company's e-mail system.

11. The continuity of your employment at any given relevant point of time shall depend upon continuous attendance, satisfactory job performance and good conduct etc.

12. If at any time, in the opinion of the Company, which shall be final, you are found guilty of dishonesty, disobedience, misappropriation, theft, guilty of fraud, disorderly behaviour, negligence, indiscipline, absence from duty without permission, Job Performance or any other conduct considered by the management of the company as detrimental to its interests or of violation of one or more terms of this employment, your services may be terminated without notice and without pay in lieu of notice.

13. Notwithstanding Para 12 above, if at any time, in the opinion of the Company, which shall be final, you are found guilty of misconduct including but not limited to dishonesty, disobedience, misappropriation, theft, guilty of fraud, Job Performance, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by the management of the company as detrimental to its interests or of violation of one or more terms of this employment, your services may be terminated by the Company by 7 (Seven) days' notice or pay in lieu of notice.

14. If required, you will submit a medical fitness certificate or get yourself examined by a medical practitioner nominated by the company.



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15. You will be entitled to benefits as per the Company rules and regulations as applicable to your cadre, from the date of confirmation of your services.

16. You shall keep the company informed of any changes in your residential address, telephone numbers, educational qualifications and civil status.

17. The policies, rules and regulations of the Company in force at the time of your appointment will govern your services, or that may be framed and amended from time to time by the Company, and the same shall be applicable and govern your services.

18. In addition, where applicable, this offer and your employment are conditional upon the Company receiving satisfactory references on background check results. Please note that in the event the Company is not satisfied with the verification reports, the Company reserves the right to withdraw or delay this offer of employment.

19. Due to the nature of your role, during your term of employment, you will be exposed to Cyan Consulting and Resourcing Private Limited business plans /trade secret /finance /know how/clients details. You should not disclose by word of mouth or otherwise particulars or details of business plans /trade secret /finance /know how/ clients and or any confidential information of business to outside of firm / competitor /anyone.

20. You shall not, under any circumstances, directly or indirectly solicit the Cyan Consulting and Resourcing Pvt Ltd and/or any of its subsidiaries and/or affiliates personnel to leave the employment of Cyan Consulting & Resourcing Pvt Ltd /or any of its subsidiaries and/or affiliates.





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21. You shall not engage in soliciting business or allied business outside of Cyan Consulting and Resourcing Pvt Ltd that is in any way similar, identical or competitive with the business, activities, solutions and services of Cyan Consulting &Resourcing Private Limited and/or any of its subsidiaries and/or affiliates; particularly with those customers of Cyan Consulting & Resourcing Private Limited with whom you had any contact during your employment.

22. Cause 19, 20 and 21will continues to be applicable for a period of one year from the date of relieving from Cyan Consulting & Resourcing Private Limited.

We request you to take a print and sign out this offer duly, as a token of your acceptance of this appointment for employment on the terms and conditions provided herein.

Sincerely,

**Venkatraman Rajaram**

**Chief Strategy Officer – Cyan Consulting & Resourcing Pvt Ltd**

**Chennai.**

ACCEPTANCE AND APPOINTMENT TERMS AND CONDITIONS

I agree that I have read, understand and accept employment with Cyan Consulting and Resourcing Pvt Ltd, under the terms and conditions stated above.