

10 Mar 2021,

Dear Ms. Miriam John,

We are pleased to appoint you for the position of HR Associate. The company offers you regular employment with M/S Full Creative Private Limited as on 1 Mar 2021.

The value of your annualized Total Compensation (TC) will be of Rs 3,00,000 per annum.

Compensation Structure

The break up of the CTC per month is specified in Annexure - I, and will be given to you later.

We will be proud to have you as a member of our team to further enhance FULL CREATIVE position as a leading software company. Please feel free to get in touch for any questions or assistance that you may need. Looking forward to your joining with the FULL CREATIVE team!

As per Company policy, you would be required to sign a standard Employment Agreement to protect classified/proprietary information at the time of joining.

Important

This appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveals any misrepresentation by you or is detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Notice for Separation/Termination

During your employment with FULL CREATIVE may be terminated by giving a notice of one month to either side or payment of an amount equivalent to 1 month (Basic). However, at the time of leaving, you will ensure that all your on-going activities are successfully completed and handed over as per the company guidelines on the separation process. Depending on business requirements, FULL CREATIVE may or may not accept your offer to shorten the notice period.

Probation

You will be on probation for a period of six months from the date of your joining and may be confirmed as a regular employee upon successful completion of your probation. Your confirmation will be based on your performance and positive contribution to the company's objectives. The period of probation can be extended for a further period of six months or part thereof. During the probation period, your services can be terminated with Fifteen(15) days notice on either side.