

Letter of Appointment

Date: 23/10/2020

To

**Ms. Aiswarya Selvarajan**  
**D/o. Selvarajan**  
**No.3/1 Thulasi Nagar**  
**Poombuhar nagar**  
**Kolathur Chennai- 600099**

Employee Code: 040

**Dear Ms. Aiswarya Selvarajan**  
**Sub: Letter of Appointment**

We are pleased to offer you an appointment in our organization as HR EXECUTIVE Trainee. You will be based in our corporate office.

You will be on training for an initial period and on probation for a period of six months following successful completion of training. Your transition from trainee to probationer will be based on your appraisal at the end of the period of training.

You are required to agree to the special terms and conditions as described in Annexure – A1.

You will be paid gross emoluments as detailed in Annexure – A.  
Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

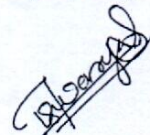
Your offer has been made based on information furnished by you and minimum completion of UG . However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment and you will be liable to pay compensation as per Annexure A1.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

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 leaders. We assure you of our support for your professional development and growth.

Employee signature







## SYNMAC CONSULTANTS PVT LTD

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### Annexure – A1

1. If you decide to resign or terminated from the company before you have to serve 2 months' notice period and if terminated no compensation will be paid only target till date will be paid
2. In the event that you decide to leave the company the following shall apply as is the case:-  
You will be required to pay or work the company in lieu of the notice and salary will be paid as per the targets achieved as on that date and minimum 2 months' notice period is required no claim whatsoever will be entertained in this regard if you don't serve notice period
3. The company will provide you extensive training during the first six months of your employment with us and expects you to return the investment made on this training in the form of personal value addition to the company. The training materials provided to you are property of the company and confidential information. Carrying the materials outside the company or disclosing them to anyone other than employees of the company is a breach of trust and will result in immediate forfeiture of the holding amount and termination of employment without notice.
4. Spreading rumors, soliciting employees, clients of the company for outside employment or coercing coworkers to leave the company is strictly prohibited and frowned upon. Such actions will result in immediate termination of employment without notice and forfeiture of your holding amount.
5. By signing this you agree that you will not be joining the client company as long as one year from date of relieving the service.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept.

(Name & Signature)

Aiswarya Selvarajan

Corporate Office: Ashirvadam Apartment, No. 12, Flat No. 12A, Puliyur 2<sup>nd</sup> Main  
Road, 1<sup>st</sup> Lane, Trustpuram, Kodambakkam, Chennai – 600 024  
Branch office: Chennai – 2, Bangalore, New Delhi.  
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