



SPECTRA POINT

COMPUTER SERVICES

Offi. : Behind Arihant TVS, Shivajinagar, Tal :- Phaltan, Dist:- Satara 415523
PH:- 02166 - 221528 / Mo:- 9225540980/3
Email - spectrapoint123@gmail.com

Date: 20/05/2020

Dear **Waghmode Gitanjali Ramchandra**,

After reviewing your qualifications, we are confident that you will contribute significantly to our team.
Below are the details of your offer:

Position Details

- Position: Receptionist
- Start Date: 21 / 05 / 2020

Compensation & Benefits

- Salary: ₹ 170000 per annum
- Incentives: Performance- based bonuses as per company policy
- Working Hours: 9:00AM to 6:00PM, Monday to Saturday

Terms & Conditions

1. **Probation Period:** You will be on probation for the first months, during which either party may terminate the employment with 10 days notice.
2. **Confidentiality :** You are required to maintain the confidentiality of company data and client information at all times.
3. **Leave Policy:** You will entitled to 10 days of paid leave annually, subject to approval by your reporting manager.
4. **Code of Conduct:** Adherence to the company's code of conduct and disciplinary policies is mandatory. Any breach of these may result in termination.
5. **Termination:** After the probation period, either party can terminate this employment with 10 days written notice or salary in lieu thereof.

We look forward to your joining.

Best Regards,

***This is a digitally generated document and does not require a physical signature or stamp.**

■ COMPUTER ■ LAPTOP ■ PRINTER ■ CCTV ■ SALES ■ SERVICES ■ AMC



Gitaan
Principal
Tuljaram Chaturchand College
Baramati