



Date: 1st September 2023

Viki Sanjay Rite
Flat No. 3,
Kashid Nivas, Kales
Pune 411013

STRICTLY PRIVATE

Dear Mr. Viki Sanjay Rite

LETTER OF APPOINTMENT

With reference to our various discussions, we are pleased to offer you an employment with SANSREE AUTOMATION PRIVATE LIMITED under following terms and conditions

Position

Your job title shall be " Engineer - Technical Support " with M/s SANSREE AUTOMATION PRIVATE LIMITED and you shall undertake such duties and exercise such powers as the company shall assign you from time to time or vest in you.

You shall be based in Pune Office

Your employment shall commence on 1st September 2023

Remuneration

You shall receive remuneration as per Annexure "A" enclosed herewith.

Other standard benefits pertaining to your employment are according to the company prevailing policy & guidelines from time to time as set out in the Employment Handbook and/or any updates or amendments thereof.

Salary Review

Performance and salary reviews usually take place periodically. Salary increase, and the effective date of such increase are based on job performances and other relevant factors at variable intervals.

Probation Period

You will be on probation for an initial period of Six (6) months and will continue to be on probation till such time a confirmation letter in written is given to you. The probationary period may be extended at the discretion of the company. At the end of probationary period if your work performance, ability, attendance, etc ; are found satisfactory, you will be confirmed.

During the probation period, either party may terminate the contract by giving Two (2) months' notice in written or the equivalent of two month's salary in lieu of notice

Working Hours

SANSREE AUTOMATION PRIVATE LIMITED

* S* Block, Plot No : 186, 1st Floor, MIDC Bhosari, Pune – 411 026


Principal
Tuljaram Chaturchand College
Baramati

