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PRIVATE AND CONFIDENTIAL

APPOINTMENT LETTER

Date: 16th Jan 2023
Ms. Pooja Chavan,

Your appointment as Research Associate

Dear Pooja,

We are glad to extend this appointment letter to you and welcome you to the SkyQuest family.

We at SkyQuest would like to create an environment and culture committed to cooperation, quality and responsiveness that permeate every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding, and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback, and ability to create, gather and use knowledge.

With reference to your application and subsequent discussions, we have pleasure in appointing you as **Research Associate** at SkyQuest Technology Group Private Limited or in any such capacity as the management shall from time to time determine, with the following terms and conditions.

1. Date of Appointment

Your date of appointment is **16th Jan 2023**. At the time of joining, we request you to furnish copies of your educational qualifications, testimonials, and a relieving letter from your previous organization. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining.

In case you do not submit the aforesaid documents within 30 days from your date of joining, we shall be constrained to hold back your salary till such time as the documents are furnished.

2. PROBATION

You will be on a probation period of 6 months from the date of joining and your confirmation will be subject to satisfactory completion of your probation period. The company reserves the right to extend the probation by a further period of up to 3 months. Probation period is applicable just to ensure commitment toward the organization. There are no leave(s) during the probation period, in case, leave taken while serving probation period, the probation will get extended and loss of pay will occur on the no show day(s). After the probation review, if it is found that you have not performed as required, then your probation may get extended about 3 months and further you may be put on a Performance Improvement Plan (PIP). Also, notice period during probation period is of 45 days.

3. INCENTIVE

You will also participate in the company's incentive plan as applicable to your role. The plan will be communicated to you by the manager.

4. CONFIRMATION

Your employment will be confirmed after 6 months of probationary period. No notice from the HR Department post probation period would suggest automatic confirmation of your employment.

5. NOTICE PERIOD

This contract of employment is terminable by either party by giving 3 months' (90 days) notice after the probation period to the other. If the same will not be served then you must pay the salary of the last 3 working months. The company shall have the right to terminate your employment without notice if:

- a. You commit any material breach of any of your duties and responsibilities under this contract as detailed and signed in the company's Code of Conduct Document.
- b. Any particulars mentioned in your application are found false at any point of time or you have been found to have wilfully suppressed any material information.