



OFFER LETTER

To,
Ms. Sheeja Parsekar,
Khaddo waddo, Near Major Bakery,
Thivim, Bardez - Goa

Date: 14-10-2024

Subject: Offer Letter for the position of Accounts Assistant

Dear Sheeja,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you employment in our company. It is our pleasure to offer you a position at **Fluid and Power Automations LLP** in the role of **Accounts Assistant** in the Accounts department.

The location of initial reporting and introduction will be at Goa and your work location will be at Panjim, Goa, as a base and have to move across India or as per project requirement across our global sites only if required.

Your service can be transferred to any location to our Respective Project / Deputed Client situated anywhere in India. At such time, the compensation applicable to a specific location will be payable to you as per company policy.

You are requested to join the company by **04-11-2024** or earlier. If this presents any concern/s, please let us know at your earliest convenience. We will be offering you the following compensation and benefits:

- Offered Designation: **Accounts Assistant**
- Annual Leave as per Company policy.
- Hours of Work & Working Week is as per Company Policy.
- Notice period 45 days, if resigned after completion of probation period.
- Notice period 45 days, if resigned within the probation period.
- Probation Period from employment date is 6 months and confirmation after evaluation as per company policy.
- Employment as per this offer is subject to you being medically fit.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

This Offer is valid until **15-10-2024**. To accept the offer, please respond to this Email within 2 (Two) working days and confirm that you agree with the proposed terms. Detailed Salary bifurcation and other benefits will be shared with appointment letter and company policy will be shared after joining. Feel free to call us if you need any further information.

Yours Sincerely,
Signature

A handwritten signature in black ink, appearing to read 'Anirudha', written over a horizontal line.

Anirudha Walawalkar
Managing Director

I have read and understood the above-mentioned offer for the said position. I voluntarily accept the same and agree to the offer and conditions as set forth in this offer letter.

Signature:
Name:

Place:
Date: