

## Letter of Appointment

4<sup>th</sup> Jan, 2024

**Richa Mapari**  
**D/O Ratikant Mapari**  
**H.No. 65/5, Golna Pomburpa, Bardez Goa**  
**Email: rmapari@gmail.com**  
**Mobile: 7030872408**

Dear Richa,

It is my pleasure to extend the following letter of appointment to you on behalf of Smart Source.

The terms & Conditions of the Appointment are as follows:

**Date of joining – 2<sup>nd</sup> Jan, 2024**  
**Designation – HR Consultant**

### Compensation

**You are entitled to a salary of Rs. 11,000/- per month (Plus incentives – Rs.1000/- per hire)**

You will be entitled to a review after 12 months of joining as per the policies of the organization.

**Please Note – We would deduct Rs. 650/- as security deposit from your first salary which is refundable post completion of 6 months. This is against the issuance of ID Cards and T-shirts.**

### Joining

Your Appointment is subject to the information furnished by you in your Employment letter, hence any false information furnished or any false declaration made will lead to your dismissal.

The terms of your employment are strictly confidential between you and the company. Any discussion with outside parties relating to clients, policies, terms & conditions, database without authorization is ground for dismissal.

During your employment with the company you agree to work on any project that is assigned to you.

### Termination

Your employment is liable to be terminated without any notice or any compensation on ground of breach of company policies or if you are found getting into any unethical practice or misconduct or on account of any wilful neglect.

You are subject to dismissal if any discrepancy is found in the information furnished by you in your application letter or in case if any information is wilfully suppressed.

### Resignation

For you to quit the services of the organization, a notice of one month is required or salary in lieu thereof. If you fail to fulfil the mentioned condition, you will not be entitled to the full & final settlement or relieving documents. Post your resignation, you are not eligible to any accrued incentives.

### Others

All office equipment's (Laptop), database, emails, registers maintained by you during the employment with the company are property of the company and should be surrendered by you while at the time of leaving.

In the event of any dispute or breach the parties shall submit to the exclusive jurisdiction of the court of India.

For other Terms and conditions related to office timing, leaves, Appraisal please refer to the Employee Handbook.

For detailed Incentive policy and Billing Breakup Structure refer to the Incentive Policy mailed to you.

**You will not be given any experience letter in case you leave the organization before 18 months of your joining or in case you don't serve any notice period even after 18 months.**

We value your abilities and believe you will find our work environment to be challenging and fulfilling. We are looking forward to a strong and a mutually beneficial association.