

Date: - August 17, 2020

Subject: LETTER OF APPOINTMENT

Digital Marketing Executive's

171070025002	SAURABH KUMAR
181070005003	ANKUR SINGH
181070025006	SUMIT KUMAR
181070005011	MOHD FARHAN
171070005019	ASHUTOSH PATHAK
181070005002	ANKIT VISHWAKARMA
171070005008	VINAY GUPTA
181070005010	KM SHALINI CHAUBEY
181070025002	ASTHA PRIYA

This is with reference to your job application and the subsequent discussions on the subject. We are pleased to appoint you in our organization as **Digital Marketing Executive**.

Listed below are the terms and conditions of your employment:

1. Location

The position will be presently based at South Extension I, New Delhi 110003.

2. Reporting Relationship

In your present assignment, you will be reporting to Team Leader.

3. Effective date of appointment

Your appointment is effective from November 15, 2020.

4. Compensation package

The details of your remuneration are given as per the discussion.

5. Job responsibility

You are liable to perform duties which may be assigned to you, with complete devotion of your whole time and attention to promote the interests/business of the company.

6. Transfer/Secondment

The company reserves the right to transfer you to any other office/area/location, in India or Abroad.

You can be transferred from one post/section/department to any other post/section/department, also be transferred/deputed/seconded to the service of an affiliate/ associate/subsidiary company and the expression “the company” used in this letter will include any such affiliate/ associates/ subsidiary company.

7. Termination/Separation

Your employment may be terminated at anytime by either party by giving to the One month notice in writing of its intention to do so. Alternatively, either party may terminate the employment with immediate effect by paying notice pay in lieu of the said notice period. For this purpose “notice pay” will mean Salary and Allowances payable monthly but exclude all other payments/benefits.

8. Retirement

You will be retiring on completion of 58 years of age, in accordance with the age available in the company’s records based on your declaration of your date of birth.

9. Compliance with rules/regulations

You are bound by all the rules and regulation of the company, existing and also as may be amended from time to time.

10. Confidentiality

You will be maintaining an absolute confidentiality about any information relating to the company’s business/affairs/plans/policies/trade secrets while in employment and also after cessation of employment. This confidentiality will be perpetual.

11. Acceptance of Appointment

Kindly return the duplicate copy of this letter, duly signed by you, in token of having accepted the appointment on the terms and conditions mentioned in this letter.

We welcome you to TEAM DigiDotes and we are hopefully of a long and mutually beneficial association.

With Sincere Regards,
Ritu Rathor



Operational Head