



Methodworks
WE'RE HERE TO HELP

01 Feb 2024

Ms. Saloni Srivastava
Block-C, House No. - C3, Alpha-1,
Greater Noida, - 201310

LETTER OF APPOINTMENT

Dear Saloni Srivastava,

Please refer to your application and the subsequent interview had with you. The management has a pleasure to appoint you as **Account Executive** in our Company on the following terms and conditions

1. EMOLUMENTS:

Your consolidated salary (CTC) will be **Rs. 30,000.00/-** per month (inclusive of all allowances) as per attached Annexure-I. The bifurcation of your salary into various heads is at the sole discretion of the Management. The Management is further empowered to re-structure your salary at any time in future at its sole discretion.

2. CONFIRMATION:

That you shall be confirmed after the probation period (Three Months) is over and the conditions as is a target base process you are required to meet the performance matrix as defined by the Management. You are hired as per your skill set and may be shifted from one process to another as per the requirement and discretion of the Management. The Management has sole discretion to confirm you but not limited to the conditions specified here above.

3. PLACE OF WORK:

You will be assigned to WFO (Work from Office). Further your services may be transferred permanently or temporary deployment (TD) anywhere in India or aboard for any assignment subject to service exigency. Upon such transfer, you will be automatically governed by the service conditions, rules, regulations and other terms and conditions as applicable at such new place.

4. HOURS OF WORK AND HOLIDAYS:

That since you are part of the company, you will have fixed duty hours or shifts (9) hours including one hour break, but you need to extend or stay back depending entirely upon the exigencies of business requirements, at the sole discretion of the Management. Your weekly off will also be liable to be staggered by the Management in the interest of business exigencies.

5. PERFORMANCE APPRAISAL/ REVIEW:

That your annual increments will be based upon your all-round performance during the year, based upon your professional efficiency, profitability of the establishment, your integrity, cost-effectiveness, discipline, punctuality, personal grooming, guest handling, staff handling etc. However, in case of your poor performance or in conditions where company is not generating enough revenue, the annual increment can be withheld at the sole discretion of the Management. Increments are neither automatic nor a right.

6. LEAVE & ABSENTEEISM:

You shall be entitled the leave as per company policy according to your cadre.

In case you remain absent from your work, without any information or prior written sanction of leave (No Call No Show), and / or without any satisfactory explanation, including absence when leave though applied for but not granted, or overstaying your

Saloni Srivastava

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