**<<<DATE>>>**

**APPOINTMENT LETTER**

**<<<EmpName>>>**

**<<<Address>>>**

Dear **<<<EmpName>>>,**

Welcome to VR Earthmovers & Constructions (P) LTD. This is reference to your acceptance of our offer to join our company; we are pleased to appoint you as **<<<POSITION>>>** with effect from **<<<DOJ>>>.** Your salary and other allowances shall be as per enclosed statement **(Refer Annexure A)**.

Your employment will be governed by the rules, regulations and policies of the Company, which is detailed as follows.

1. **Shift Timings**

VR EARTHMOVERS & CONSTRUCTIONS (P) LTD. operate on a general shift timing between
09:30 hrs to 18:30 hrs with one hour break, The Shift timings are based on the nature of the work or business requirements. All Employees must follow established work schedules and report to work on time.

1. **Dress Code**

All employees are informed to adhere to the attire culture framed in the Organisation. Level 6 and below employees need to wear the given uniform with the safety shoes on all week days. Colour dresses are allowed on Saturday and Sunday.

1. **Probationary Period and Confirmation**

You will be on probation for a period of 6 months. Your confirmation as a permanent employee and continued employment is subject to meeting the qualifying criteria and terms and conditions of the company.

1. **Leave Policy**
2. Casual Leave (CL)

 Every month an employee entitled to take one casual leave, it will get accrued every month and elapsed on the same year and it cannot be carried to the next year.

1. Sick Leave (SL)

 Every month an employee entitled to take one Sick leave and it will be elapsed on the same month and it cannot be carried to the next month.

1. **Increments and Promotions**

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. The personal growth in VR Earthmovers & Constructions (P) LTD. is not set by any boundaries. Your true contribution to the business growth will be rewarded in timely and transparent manner. Every employee’s performance will be reviewed on a monthly basis and a feedback will be given. Every year a performance appraisal will be conducted subject to the consolidated result of his performance review done by his/her reporting authority and super manager.

1. **Notice Period**

**Termination of your employment without notice:**

You agree that company may terminate your employment without notice in the event of willful or serious misconduct on your part, which includes, but is not limited to, theft, fraud, misrepresentation, dishonesty, assault, drunkenness, or being under the influence of illicit drugs, refusing to carry out a lawful and reasonable direction or serious breach of our policies.

**Termination of your employment on notice:**

Employees who voluntarily resign from the Organization have to serve the notice period as per the terms and conditions of their employment. Level 7 and above need to serve 3 months of notice period and for Level 6 and below need to serve 1 month notice period. During notice period the employees cannot take any leave. However, for any emergency if the leave is granted then the notice period will be extended for the number of extended days.

1. **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your joining to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You express consent to the Company conducting such background checks is essential. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this employment.

1. **Non Disclosure Agreement**

As part of your employment you are required to enter into “Non Disclosure Agreement” to protect the best interest of the company business.

1. **Employee Benefits**

Group Mediclaim Policy

 All the confirmed employees are eligible for Group Mediclaim Policy of Rs.1 Lakh per Life upon confirmation of employment. Employees can include their spouse and 2 children in the policy.

Group Personal Accident Policy

 All the confirmed employees are eligible for Group Personal Accident Policy of Rs.2 Lakh.

Children Education fund

 All the confirmed employees will get Children Education Fund of Maximum Rs. 10,000 upto 2 Children for their tuition fees, upon providing the original fees bill.

Employee tour

 All the employees are eligible for a tour on yearly basis, based on the Company Director decision on the duration and place.

1. **Other Terms & Conditions**

During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from VR Earthmovers & Constructions (P) LTD.

Yours faithfully,

**For VR Earthmovers & Constructions (P) LTD.,**

**Head - Human Resources**

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

 **<<<EmpName>>>**

**ANNEXURE A**
to Appointment Letter dated **<<<DOJ>>>**

of **<<<EmpName>>>**, appointed as **<<<Position>>>**

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**Salary Structure**

|  |  |
| --- | --- |
| EIN | **<<<EMPNO>>>**  |
| Name | **<<<Name>>>** |
| Designation  | **<<<Position>>>**  |
| Level | **<<<CPOSITION>>>**  |
| Department |  **<<<Dept>>>** |
| Date of Joining | **<<<DOJ>>>**  |
|  |
| FIXED |
| **Components** | **CTC(Per Month)** | **CTC(Per Annum)** |
| Basic  | **<<<Earning01>>>** | **<<<Earning01>>>** |
| HRA | **<<<Earning02>>>** | **<<<Earning02>>>** |
| Other Allowance | **<<<Earning03>>>** | **<<<Earning03>>>** |
|  **Gross Salary (A)** |  |  |
|  |  |  |
| **STATUTORY**  |
| Employer PF | **<<<Earning04>>>** | **<<<Earning04>>>** |
| Employer ESI | **<<<Earning05>>>** | **<<<Earning05>>>** |
| **Total (B)** |  |  |
|  |  |  |
| **CTC = A+B** | **<<<CTCTEXT>>>** | **<<<CTCTEXT>>>** |

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax, as applicable and PF, ESIC, PT and TDS will be deducted as per the government norms.

Yours faithfully,

**For VR Earthmovers & Constructions (P) LTD.,**

**Solomon M**

**Head - Human Resources**

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

**<<<EmpName>>>**