

To,

A R
Contact No. : 0321654987
Email : test@gmail.com

Date: 18-01-2025
Employee ID : K-E/24-25/051

Offer Letter

Dear **A R**,

We are pleased to offer you the position of **Software Engineer** at KDS Services Pvt. Ltd. We were thoroughly impressed by your qualifications, experience and interview performance and we believe you will make a valuable addition to our team.

Your CTC will be **INR 16500/-** per month. We would like you to report and start work on **18-01-2025**. You'll be reporting to the head of the respective department. Your work location will be **Lucknow**.

We welcome you to our organization and sincerely hope that your association with our company will be of mutual benefit and satisfaction.

- You must sign the HR Policy document within a week of your joining date, failure to do so you deemed to have accepted the HR Policy.
- Your day-to-day assignment & progress will be observed by your reporting officer on a regular basis.
- This offer letter is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, documentation or information furnished by you, to the company proves to be false, or if you are found to have wilfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- It is to be noted that all statutory liabilities including EPF/ESIC/TDS and all allowances are included in CTC, hence no further claim will be accepted for the same.
- You will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation. During your probation period you will not be granted any paid leaves.
- You will be eligible for the increment in the next financial year if you have completed at least two quarters of the current financial year while working with the organization based on your performance.
- Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine to re-locate at any place in India or abroad.

KDS Services Pvt. Ltd.

HO : C-36 & 37, First Floor, Vibhuti Khand, Gomti Nagar, Lucknow-226010 Uttar Pradesh
RO : 8, D-16, 4th Floor, Chhatarpur Enclave, South West Delhi- 110074 New Delhi
Web : www.kdsgroup.co.in Email: info@kdsgroup.co.in
Tel: +91-522-2720777 Mob.: +91-936-9669696

- Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly in any other trade or business during your employment with the company.
- You will not disclose, divulge or make public, any confidential information regarding the Company's affairs whether the same is confided to you or becomes known to you in the course of your service or otherwise.
- If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
- Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.
- If any of your blood relatives join our company or become an entrepreneur in the same business as our company, it would be your responsibility to report the same well in advance to the management. Failing to do so the company holds the rights to take strict action against you.
- After successful completion of your probation period, this Offer Letter will stand as Appointment Letter.
- During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.
- Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, documents, or records belonging to the Company or relating to its business. You will also return all company property, which may be in your possession.
- Your service may also be terminated on the spot without any notice under mentioned stipulations. This will be without payment of any compensation.
 - If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company or by your reporting manager.
 - For loss of confidence in you by the company for any of the acts committed by you.
 - If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
 - If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
 - Any act committed by you which may hamper or damage the social image of the company.
 - If you commit breach of any of the terms of this letter of appointment.
- In case of any dispute the legal jurisdiction shall be at Lucknow only.

Please sign the duplicate copy of this letter and return to us on or before joining date as a token of your acceptance of the terms and conditions mentioned herein. Failure to do so will render this offer cancelled.

Warm Regards,



Pragati Tripathi
Team HR
For KDS Services Pvt. Ltd.

MONTHLY SALARY BREAK-UP

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
BASIC SALARY	5973	INCOME TAX	0
DEARNESS ALLOWANCE	2986	PROFESSIONAL TAX	0
HOUSE RENT ALLOWANCE	2390	PROVIDENT FUND	1111
MEDICAL ALLOWANCE	1195	EMPLOYEE STATE INSURANCE	105
CONVEYANCE ALLOWANCE	896	TOTAL DEDUCTIONS (B)	1216
COMMUNICATION ALLOWANCE	597	CONTRIBUTIONS	
PERFORMANCE ALLOWANCE	299	EMPLOYER PROVIDENT FUND	1111
OTHER ALLOWANCE	597	EMPLOYER EMPLOYEE STATE INSURANCE	456
		GRATUITY	0
		INSURANCE PREMIUM	0
TOTAL EARNINGS (A)	14933	TOTAL CONTRIBUTIONS (C)	1567
NET PAY (A-B) : INR 13717 /-			
AMOUNT IN WORDS : THIRTEEN THOUSANDS SEVEN HUNDRED AND SEVENTEEN RUPEES ONLY			

Offer Acceptance by Employee

Employee Name:

Mobile No.:

PAN No.:

Aadhaar No.:

Email ID.:

Address.:

Employee Acceptance
Signature