



GreenDesign

Appointment Letter

Dear Miss.Girigosavi Pooja

This has reference to your application and subsequent interviews you have had with **Green Design**. We are pleased to appoint you as **Designer Executive** at **Pune**. Your employment will be governed by the following terms and conditions:

1. CTC per month.

You will be paid a monthly CTC of Rs. 10,000 /- per month.

2. Working Hours

Your working hours will be 10 am to 6:30 pm as per the current company policy. The company observes 6 day work week.

3. Date of Appointment

Your date of appointment as per company records is 07-sep-2020.

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of six months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

You will be governed by the current Leave Policy of the company employees

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• **Mobile No.:** 8446677977

• **Email :** pradip@greendesignindia.com, project@greendesignindia.com • **Website :** www.greendesignindia.com

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

9. Reporting to

You're Reporting to Mr Praful.

10. Notice Period

While on probation, this appointment may be terminated by either side by giving same day, or salary in lieu of. Should you resign, the Company will have the option to accept your resignation either with immediate effect, and Two months' notice Period.

11. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

12. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

13. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

14. Contract/Bond with Previous Employers.

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.