



Saipro Industries Pvt. Ltd.

Reg. Office:- 501, Bramha Vantage Tower, C Building, NDA – Pashan Road, Opp. Bavdhan Police Chowky, Bavdhan Pune 411021. Maharashtra. India.

Work Add:- Gat No.286-287, A/P - Kasaramboli, Tal – Mulshi, Dist – Pune 412115. Maharashtra. India

Mail:- saiproindustries@gmail.com Web:- www.saipro.co.in Mob:- 9075085891/2/3/4/5

Ref.: SIPL/HRD/2022/

Date: .../.../2023

Mr. XYZ
A/P,
Tal –, Dist. -, Maharashtra

Subject: Letter of Appointment

With reference to the interview you had with us, we are pleased to offer you the following position at Saipro Industries Pvt. Ltd. [the 'Company'], on the following terms and conditions:

Name	Mr. XYZ
Designation	Store Incharge
Department	Store Incharge – Nutraceuticals Manufacturing Unit
Effective date st 2023
Location	Gat No.286-287, A/P – Kasaramboli, Tal – Mulshi, Dist – Pune 412115

CTC = Rs Per yearly & Payment In Hand Rs..... per month. (Detailed Salary Structure Shared in Mail).

Your appointment shall be governed by following terms: -

1. The official working hours of the company are from 8:30 am to 6.00 pm. With a lunch break of 45 min, on a six-day week basis. Thursday is weekly off. paid leaves per Year & Paid Holidays per year (National + Festivals).
2. You will strictly adhere to the rules and regulation of employment as determined by the company
3. During your employment with the company, the company may, at its sole discretion and at any time, transfer / depute you to any department, subsidiary or affiliate of the company including transfer to any of its offices in India and abroad, at no extra emoluments.
4. During your employment, should you be guilty of mis-conduct and or be in breach of the terms of employment and or should our work not be to the satisfaction of the company, the company shall without prejudice to any of the rights herein contained, be entitled to terminate your employment forthwith, without notice or payment in lieu of notice.
5. Your salary will be reviewed periodically as per prevailing company policy and increments are discretionary and subject to your performance. Increments are not a matter of right and shall be given at the sole discretion of the company.
6. The retirement age in the company is 58 years. The actual date of retirement will be last working day of month of the year in which you 58th birthday falls.



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7. The employment offer contained herein stands void at the end of business of the Date of Appointment contained herein, if you do not report for joining at the commencement of the business hours of the said date of appointment, unless otherwise agreed to by the company in writing.

8. And you will be liable for lawful punishment if there is misuse of any company secret documents / policies / agreements / recipes / formulations / process / client information / Suppliers information / machine information / Accounts & finance related info etc. for personal use or any other purpose.

9. As Store Incharge following are your responsibilities: -

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10. During working hours, personal chatting on what's app, Facebook, Instagram, twitter, hike etc. not allowed. Personal calling messaging also not allowed. Only personal / family emergency messages & calls are allowed. Chatting related to work & calling related to work is allowed.

11. We need written resignation letter Two month in advance while leaving the organization.

12. You can't join immediate competitor company minimum for 18 months after reliving this job at Saipro & also need to submit offer letter of immediate next joining company before leaving this job.

13. You shall arrange to submit / furnish, the copy of the following documents on or before your joining duty:

- a. Self-Certified Xerox copies of Certificates [Education Graduation & Post graduation]
- b. Relieving order / letter from previous employer
- c. Self-Certified Xerox copies of Proof regarding date of birth & permanent address
- d. Recent photograph 2 (passport)
- e. Latest Three Months' Salary Slip of last Job



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If the above terms and conditions are acceptable to you, kindly sign on the duplicate copy of this letter as your acceptance hereof.

We welcome you and look forward to a long and fruitful

association. Yours sincerely,

For Saipro Industries Pvt. Ltd.

“Accepted”

Director
Maruti V. Walekar

Mr. XYZ