



Sub: Offer Letter

Date: 13 April 2021

Dear Ms. Subbulakshmi. M

It is a pleasure to offer you a possible opportunity with **SPAN TECHNOLOGY SERVICES PRIVATE LIMITED** as “**Junior Software Engineer Trainee**”.

- This offer and your subsequent employment are subject to the satisfactory completion of checks, including but not limited to verification of your education / supportive documents and reference checks.
- As a trainee, you will undergo company-provided training for **1 year**. This training will cover specific topics on the technology domain, development methodology, and personality development. During this period, you will be offered a stipend of **Rs. 30,000** per month.
- After the completion of the six months training period, your reporting manager will evaluate your performance. Upon satisfactory completion of training, you will be offered probationary employment with SPAN.
- Your employment will be considered for confirmation after probationary employment. You are required to serve a minimum of **2 years** after the confirmation of employment with the company. Though we would want you to continue with us, if you decide to leave the company, you need to give **2 months of advance notice** to the Company.
- If you fail to serve the agreed total period of three years from the date of joining in the SPAN, it will be treated as a breach of this agreement. If you leave the company on your own under the breach of this offer citing any reason, you are not entitled to get any of the dues and employment documents from us. You also need to pay back the company, the expenses incurred to train you.
- You understand and affirm the need to treat your compensation as highly individual and confidential, which is to be discussed only with your Manager/Supervisor and to comply with all applicable tax laws.



- Your employment will be subject to the service terms & conditions of the organization as prevailing from time to time. We reserve the right to amend such terms and conditions of employment, in addition to the rules and regulations governing all employees and the running and administration of the company, from time to time.
- You are required to submit the following documents while joining:
 - Original certificates supporting your educational qualifications (which shall be returned to you immediately) along with a photocopy of the same.
 - Recent passport size color photographs - 1 softcopy & 2 hardcopies
 - Copies of the Aadhaar card and PAN card.

Please sign and email back to us a duplicate of this letter confirming your acceptance. You must respond no later than **20 April 2021**. We shall communicate to you the exact date of joining through email.

We look forward to having you on our team!

Yours faithfully,

Sanjeev Thazhathaveetil

I accept the terms and conditions of this employment

Managing Director

+91 044-45522220 / 0422-2560030

Email: sanjeev@spantechnologyservices.com

Signature: *M. Subbulakshmi*

Full Name: ... *Subbulakshmi M*

Date: ... *21 / 04 / 21*