

DATE:25nd Aug ,2022

Mr. Ajay Yadav

104,2nd Floor Shubhashri Building No -2,

Achole Road, Near Kapol School, Nalasopara East, Palghar, MH PIN-401209

LETTER OF APPOINTMENT

Dear Mr. Ajay Yadav

We are pleased to issue you the letter of appointment on the following terms and condition.

. Date of Appointment:

Your appointment will be effective from 25nd Aug ,2022

. DESIGNATION:

You will be designated as Stock Manager

. Job Assignment/Reporting:

You will be required to perform duties as particularity laid down in the job description for your position. your responsibilities shall all be delegated to you from time to time. you will b reporting to Managing Director or whosoever he/she nominates.

.CTC as per monthly and annually

You are offered a salary of 40000/- monthly and 480000 anually. With an increment of 5% overall, which after a period of time will be revised on the basis of work done.

.Place of posting

Mumbai however, your service are liable to be transfer to any of our branch.

.Benefits

You will be entitled to all other benefits as per the company policy.

.Probation period

You will b on probation period for 6months from the date of joining. This period can be extend at the discretion of management. On satisfactory completion of your probation period, A separate letter will be issued to you, in writing confirming your service in the organisation. In absence of any written intimation your probation would been extended.

.Medical fitness:

The appointment and it continuance are subject to you being and remaning medically (physically as well as mentally) fit. If so required, management will get this confirmed by the company medical officer or the medical practitioner on panel.



- **Termination/ Resignation:**

Upon confirmation of your appointment notice of termination of employment/resignation from employment will be subject to 1 months' notice in writing form other party. The Company at its Sole discretion may release you forthwith by providing 1 months' basic salary in live of notice, during the probation period or if you are in the opinion of the company in branch of your obligations or found guilty or dishonestly, disclosure of confidential data or indulged in the activity of indiscipline/misconduct.

- **Retirement:**

As per the role of the company, you may at the option of management, remain in services of the company up to the age of 58yrs.

- **Others rules and regulations:**

*The company will expect u to work with high standard of initiative, efficiency and economy.

*You will, in all respects governed by company policy, rules and regulations applicable to your category of employees from time to time. You have read the company policy, rules and regulations prior to accepting and confirming this appointment. In the event of anything contrary, the terms of this letter shall supersede the company's general policy, rules and regulations

*You will dedicate full time of the company, and will not undertake any direct/indirect business of work, honorary or remunerating practices aspect with the prior permission of the management. You will not give out by word of mouth or otherwise, particulars or details of business technical know how administrative and organizational matter pertaining to the company which may be your personal privilege to know by virtue of being employment in the company. This will survive your staff with the company.

*You shall not directly or indirectly /disclose furnish your contact detail (contact number/residential address or any other clue for the same in any form, whatsoever, or give any lead) to the clients by which they can contact you directly, whenever the clients or whomsoever you come in contact with by virtue of the company business, ask you about your address and phone number, you shall cite only company address and phone number.

*You should avoid your private/personal or any other interest interference with the company interest, and also with the ethical and professional/fiduciary duties or/and obligations of the employee or employees of the company.

*If you remain absent from work, without reasonable explanation, for more than seven (7) consecutive days, it will be presumed that you are no longer interested in working for "Dolce & Co Hair and skin solutions proprietorship." and have abandoned your appointment, thereby terminating your services. In such case, you will not be entitled to any compensation for the loss of service/employment with the company.



***You will be eligible for 29 leaves per years (21 paid leaves and 8 casual leaves). Out of these maximum and up to 30 paid leaves can be carried forward per year and encashment of unutilized leaves up to 10 days will be applicable. Also you will eligible for compensatory offs as per the holiday Calendar that will be shared at the time of orientation.**

As a token of acceptance and in confirmation of the above terms and conditions of this appointment, Please sign the duplicate copy of the letter and return it to us at the earliest.

Regards

Your Sincerely

For Dolce & Co Hair and Skin Solutions Proprietorship

**KAVYA SMRITI
MANAGING DIRECTOR**

I have read and understood the terms and conditions stated above and hereby signify my acceptance of the same.

Name:

Date of Birth:

Signature:

Acceptance date:



