

[CONNECT CONCEPTS]

[4377], Virugambakkam, Kalliamman Koil St,
RTO Chennai South West, Chennai,
Tamil Nadu, 600092]

Date: 06/03/2024

OFFER LETTER

Dear Candidate

Congratulations! We are pleased to confirm that you have been selected to work for **Connect Concepts**. We are delighted to make you the following job offer:

The position we are offering you is that of **Virtual Customer Support – Email Process, Work From Home** with an annual cost to company of **2,60,000/-**.

We would like you to start work on **08-03-2024**. Please report to our HR for documentation and training. On joining you will be given access to the training videos, our HR will let you know more details about the job roles and responsibilities.

We are confident you will be able to make a significant contribution to the success of Connect Concepts and look forward to working with you.

Sincerely,

[J. Nikhil]
HR Manager

Connect Concepts

H. Subramanian

PRINCIPAL
D.N.R. College of Engg. & Tech
BHIMAVARAM-534 202

Connect Concepts
Email: info@connectconcepts.in | Website: www.connectconcepts.in
Address: 17th cross, Krishna Rajendra Rd, Banashankari Stage II, Bengaluru, Karnataka 560070.

1. FULL TIME EMPLOYMENT

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.

2. COMPANY BELONGINGS

Company will provide a Laptop or Desktop to work by the end of your probation period, you have to report to your concern HR in this probation period, there will be some documentations after joining for 3-5days for your salary bank account, PF, ESI accounts etc.. Our HR executive will contact you regarding these process.

3. PROBATION

That you will be on probation for a period of 15 days. 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 has been issued and in this probation period you will get full salary as mentioned in this offer letter.

4. CONFIDENTIALITY

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. INTELLECTUAL PROPERTY

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.

6. RESPONSIBILITIES & DUTIES

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.

7. PAST RECORDS

This letter of appointment is based on the information furnished in your application for employment. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.