

APPOINTMENT LETTER



D Dharun

50, Thottiyapalayam,
Muthur, tiruppur - 638105.

Contact: +91-82208-40445

11.07.2021

Sub: Appointment as Job Trainee

Dear Dharun,

This is with reference to the interview you had with us for the above mentioned post. We are pleased to appoint you as **Job Trainee in Food & Beverage Production** of our company effective **11th July 2021** on the following terms and conditions.

1. You will be paid a monthly consolidated emolument of **Rs. 5000 (Rupees Five Thousand only)**. The breakup of the above amount is provided in Annexure I to this letter.

Your monthly emolument has been arrived at on the basis of your job, skills, specific background and professional merit. Your salary and any changes made to it are strictly confidential. Any disclosure of the same to anyone other than your supervisor will be viewed very seriously.

2. You shall submit all documents mentioned in Annexure I to this Agreement on the date of joining.
3. You will be on probation for a period of 6 (Six) months from the Joining Date and will continue to be on probation until your services are confirmed in writing by the company. You will be confirmed at the end of the period of probation if your conduct and performance in the appointed position are found satisfactory during the period of probation. The terms and conditions of this letter shall continue to bind you post your confirmation as well. The company is at liberty to terminate your services at any time during probation or extend the probation if performance is unsatisfactory.
4. On confirmation, you will be entitled for total 12 days of leave in one calendar year, you will be allowed maximum 1 days leaves in a month beyond which loss of pay for that month, if leave is not taken it can be carried forward to the next month.
5. To ensure your success at work with the company, performance reviews shall be conducted. Your growth and increase in salary will depend solely on your performance and contribution to the company.



6. During your tenure with the company, you will be provided training across various areas of work. Any sudden separation from the company will result in monetary and other losses to the company.

Post joining, you will continue to provide services to the company for a minimum period of 1 (One) year. If you decide to separate yourself from the services of the company prior to the completion of the said term of 1 (One) year, you will be bound to pay the company an amount of Rs.10,000 (Rupees Ten Thousand only) in lieu of thereof.

You will be required to pay this amount prior to separation from the company. If you are unable to do so, such amount will be settled against your full and final settlement.

7. An actual amount shall be deducted from your first month salary as deposit towards payment for uniform. This amount shall be refunded to you at the time of separation upon handing over of the uniform to the company.
8. Any request for salary advances shall be granted only on a case-to-case basis and will be at the sole discretion of the company. In the event that you request and the company agrees to provide a salary advance, the amount shall in no case exceed the amount of Rs. 2000 (Rupees Two Thousand Only).
9. You shall conform to such hours of work as are required of you from time to time. You shall have no objection to working in shifts/ staggered duty in case of business needs. You will observe the working hours and holidays as lay down by the company. You will be entitled to leaves and other benefits in accordance with the rules and policies of the Company.
10. If any declaration given or information furnished by you to the company proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to removal from services without any notice or compensation whatsoever.
11. You shall maintain proper discipline and conduct yourself with dignity while at work and deal with all matters with sobriety.
12. You shall not smoke or drink alcohol while on duty and within the company premises, including but not limited to the staff room, at any time.
13. Post Joining, the notice period for relinquishing your services from the company would be 30 (Thirty) days' notice or 30 (Thirty) days' basic pay in lieu of the notice period subject to the discretion of the company.



14. You guarantee that your employment with the company will not breach or infringe any contracts, agreement, arrangements you have entered with any third party, including your previous employer, before this employment, including but not limited to any non-compete obligation you may have, otherwise, you will be liable for any liabilities incurred, to indemnify and keep harmless the company from any claims, liabilities, losses, damages incurred.
15. The Company shall have the right to terminate your services without any notice in case of the following events -
- Breach of the terms and conditions of this letter;
 - Any act of misconduct, including but not limited to the following;
 - Harassment - Includes sexual harassment and workplace harassment.
 - Other offensive behaviour.
 - Damage to property.
 - Serious incapacity or misconduct caused by an excess of alcohol or drugs at work.
 - Engaging in biases.
 - False declaration or testimonials by the employee;
 - Wilful suppression of any material information;
 - Conviction or indulgence in criminal, subversive or immoral activities;
 - Indulgence in financial irregularities; or
 - Failure to furnish, to the satisfaction of the company, relieving/service certificate from the previous employer or any other documentary proof to substantiate transition from previous employer.

In case of misconduct, if your services are not terminated, you shall be liable to disciplinary measures and penalty as per law or the service rules of the Company, whichever is applicable.

16. Your age of retirement from the services will be on completion of 58 (Fifty Eight) years. However, you may retire at any age before 58 (Fifty Eight) years during your services in the company if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 58th (Fifty Eighth) birthday falls.
17. The work demands attention to appearance, personal grooming and physical fitness. You will be required to adhere to the standards laid down by the management with regard to physical fitness and appearance, hygiene and personal grooming.
18. The company may, in its business interests, transfer you to any of its units/department/offices in India on terms and conditions as are applicable to such transfer as per company rules.
19. Your work in the company will be subject to the rules and regulations of the company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters.

D. Dhu

[Handwritten signature]



20. You shall, during your services with the company, devote your whole time and attention to the company's business entrusted to you and you shall not engage yourself, directly or indirectly, in any business or service other than the company's business or service except with company's prior approval obtained in writing.
21. Whenever there is a change in your personal information, you shall notify the company in writing within 3 (Three) days.
22. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India that was provided to the company on the Joining Date.
23. Any dispute that arises hereinafter between the parties shall be referred to a jurisdiction. The venue of jurisdiction shall be Chennai, Tamil Nadu. The courts in Chennai shall have exclusive jurisdiction to the exclusion of all other courts.


In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the company and as may be amended or altered from time to time at the discretion of the company will also apply to you.

Please confirm that the above terms and conditions of this letter are acceptable to you and that you accept the employment by signing the duplicate copy of this letter as a token of your acceptance and return it to us immediately.

We welcome you to **THE THIEF BAR & KITCHEN** family and wish you a rewarding career over the years to come.

Yours sincerely,

For, **The Thief Bar & Kitchen**


Harichandran
Managing Director



I, D Dharun hereby confirm acceptance of all the above terms and conditions from my date of joining **11th July 2021**.

Place: Chennai

Date: **11/07/2021**

Signature **D. Dharun**



Annexure I

Compensation Details

Name: D Dharun
Designation: Job Trainee
Department: Food & Beverage Production
Date of Joining: 11.07.2021
Location: Chennai

A. Breakdown of the emolument mentioned in clause 1 above

Particulars	Amount (in Rs.)
Basic	1500
House Rent Allowance	750
Medical	1250
Conveyance	800
Other Allowance	700
Total	5000

B. Documents has to be submitted at the time of joining

- Any of your original education Certificate
- 5 Passport size photos
- Photo copy of any 02 Government ID proof
- Photo copy of Education certificates
- Photo copy of Experience Certificates



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