

To  
Rahila Zehra Naqvi,

Date: 14<sup>th</sup> December, 2018

Subject: Offer Letter

Dear Rahila Zehra Naqvi,

In reference to your application, we would like to congratulate you on being selected for the Operations Executive Post with Formulaic Engineering Pvt. Ltd. Your work is scheduled to start on 22<sup>nd</sup> July, 2019 and you will get paid Rs. 6,00,000 Per Annum (Six Lacs Per Annum) and you will be working as an "Operation Executive". The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days a week.
- During your training, you are expected to be disciplined and sincere towards your job responsibility.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30 days of notice period without fail, or else the management of Formulaic Engineering Pvt.Ltd can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including a one-hour lunch/dinner break.
- No examination preparatory leaves will be provided during this period
- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.

Again, congratulations and we look forward to working with you.

Yours truly,

For Formulaic Engineering Pvt. Ltd

Director - Human Resources