

**Letter of Intent**

Date-  
228/02/2023.....

Dear ... Mohd Azam.....

We are pleased to inform that you have been shortlisted for an OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at **Asahi Glass ...India , Bawal Haryana** ..... as a Production Trainee.

on the following terms and conditions:

1. Your Final round interview will be conducted at Client office; accordingly your employment & Tentative Date of Joining will be confirmed.
  2. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.
  3. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.
  4. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.
  5. The stipend is...Rs 12000..... and other details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.
  6. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, Quess will have/ reserve rights to terminate immediately without giving notice period.
- The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.



All the best!!!  
With warm regards,  
For QUESS Corp Limited.

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly

**Quess Corp Limited (formerly IKYA Human Capital Solutions Ltd)**  
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