

Offer Letter

Ref: LS/OL/26062024/01

Sep 20th, 2024

Dear Srinivas

Welcome to Limitscale!

It was a pleasure meeting you to explore a career opportunity with Limitscale based on our discussions. We are pleased to offer you the position of "**Trainee – Tester**" with our organization.

We, at Limitscale believe that our people along with customers are our greatest assets. We hire the most talented individuals, and this has been the key to our success.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our **Bangalore office on Sep 19th, 2024**. The reporting time is 9:00 am.

We are confident that you will find Limitscale an exciting place to work and that you will contribute in making Limitscale a truly world-class organization.

Sincerely,

For **Limitscale Digital Pvt Ltd**,
Yashwanth
Associate – Human Resource

Enclosures:

Annexure A: Terms and Conditions

Annexure B: Joining Documents

Annexure A - Terms and Conditions

General:

1. **Work Hours:** All Employees will follow a work duration of **48 Hours per week** from **Monday to Saturday 9:00 AM to 6:30 PM** and make sure the appropriate timesheet is maintained regularly.
2. You will devote your whole time and attention to Limitscale's business during your employment and at any point of time during your service shall not engage in any activity with any other external party/agency that competes directly or indirectly with the business of Limitscale.
3. Your appointment will be subject to satisfactory reference checks.
4. Limitscale is an organization with an international presence. We expect our people to observe appropriate decorum in matters of dress and conduct. Our work culture promotes professionalism, camaraderie, and strong work ethics and we expect you to adhere to the same.
5. From the date of your joining Limitscale, you will be covered by all the company's rules and regulations then in force and as may be amended from time to time.

Probation:

6. You will be on probation for a period of **Six (6) months** from the date of joining. On successful completion of the three-month probation period and based on your performance, as determined by the Company during the above period, your services with the Company will be confirmed in writing. The Company reserves the right to extend your probation for a further period of 3 months.

Termination:

7. In the event of your separation during your probation period, you may terminate the appointment by giving three months (90 days) notice.
8. In the event of termination due to lack of performance or on account of disciplinary grounds during the Probation/Confirmation period, the company may terminate the appointment without any notice.
9. Limitscale reserves the right to terminate your services without prior notice and without terminal benefits if any information furnished by you is found to be fraudulent or misleading. This clause covers all information or documents given by you at any point in your association with Limitscale including the job application and pre-employment stages.

Retirement:

10. Your age of retirement from the service will be on completion of 60 years. Your actual date of retirement will be the last working date of the calendar month in which your 60th Birthday falls.

Confidentiality Clauses:

1. As long as you are in employment of the Company, we require you to, at all times, observe secrecy and confidentiality in respect of any technical trade, or business data or any other information that might come to your knowledge or possession. All information is necessarily confidential and forms valuable property of the Company, you will not at any time disclose or divulge any information to any external party even after you have ceased to be in the service of the Company.
2. Your employment with Limitscale will automatically assign the Company the right, title, and interest in any invention or improvement that you have made individually or jointly in the course of your service relating to any products/services marketed.
3. You will not perform any acts or execute any documents, which, in the judgment of the Company, may hinder the Company's patent protection and any/all rights relating to inventions or improvements.
4. For a period of one year after resignation/termination of your employment, you will not directly or indirectly solicit or accept business or employment from a Limitscale client solicited or serviced by you during your Limitscale employment.
5. For a period of one year after resignation/termination of your employment, you will not offer employment to or employ directly, or indirectly (as employees, contractors, consultants, etc.) any employees, consultant, subcontractor, or other agent of Limitscale.
6. You agree not to directly or indirectly use or disclose confidential information for the benefit of anyone other than Limitscale either during or after your employment with Limitscale.
7. You also agree that during your employment with Limitscale you will not plan, organize, or engage in any business involving the design, development, production, marketing, sale or services which compete with the services/products of Limitscale or conspire with others to do so.
8. You will be required to sign an employee Non-Disclosure Agreement on your date of joining.

Annexure B - Joining Documents

Kindly submit photocopies of the following documents, along with the originals, for verification on the day of joining. Please note that the originals will be returned immediately to you the same day.

1. Appointment letter from your last employer, (if any)
2. Relieving letter and Experience certificates from all previous employers
3. Latest Salary slip from your last employer; (if any)
4. Proof of date of birth (birth certificate, school-leaving certificate or passport);
5. All degree certificates and mark-sheets;
6. Passport copy.
7. Pan card & Aadhar Card
8. Voter ID or Driving License from Government.
9. 2-color passport size photographs.

At any time during your employment with the Company, if there are any changes in your personal details, you are required to communicate the same to the Human Resources Manager.

Kindly return the copy of this letter, duly signed, as a token of your acceptance on the date of joining.

With best wishes,

Regards,

For **Limitscale Digital Pvt Ltd,**

Yashwanth

Associate – Human Resource

I hereby accept this offer letter for the above job position and agree to comply with the above terms and conditions and will join work on.....

MR. Srinivas

Date: