

## Letter of Appointment

**Date:** 31<sup>st</sup> March, 2022

Dear **Rupesh Balaji Yewale**

Congratulations! With reference to your application and subsequent interview and selection with us, we are pleased to appoint you as **Trainee-QA** in our organization on the following terms and conditions. Your joining date is on **1<sup>st</sup> April 2022**. You will be on Probation Period for 6 months from the date of your joining.

### 1. Compensation

1.1 Your Total Annual Employment Cost to the Company (CTC) would **INR 3,55,000 PER ANNUM (INR Three Lakhs Fifty Five Thousand only)**.

1.2 Fixed Component is **INR 3,55,000/- Three Lakhs Fifty Five Thousand only**. Refer Annexure III for breakup.

*Note: You will forfeit any incentive component if your employment with the company is terminated by either side before payment of incentive amount.*

### 2. Employee Benefits

2.1 You will be entitled to a total of 21 days paid leave (includes sick, casual and privilege leaves) and 9 public holidays in a calendar year. All leaves related procedures are governed as per company's leave policy.

2.2 You and your designated members of your family will be covered under the Group Medical Health Insurance scheme. Please refer to the company's medical insurance policy for more details.

Annual increment will depend on your overall performance and company's performance during the earlier year and it will not follow as matter of right.

### 3. Probation

Your probation period will be 6 months from your date of joining. You shall be confirmed after successful completion of the probation period. During the probation period, if your performance is not as per the company's expectations, the management may be constrained to extend the probation period. At any time during the probation period, the employment can be terminated by either parties after serving a notice period of 30 days.

### 4. Separation

4.1 Upon completion of Probation Period and confirmation as permanent employee, your services can be terminated basis 60 days's Notice by either parties.

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4.2 Kindly note that it is mandatory to serve the 60 days' notice period as a confirmed employee and 30 days' notice period during probation to get the clearance & exit from the company.

4.3 Your services shall be terminable by either parties by giving 60 days' notice or notice pay in lieu thereof at the discretion of the management.

4.4 In case of non-performance or any other misconduct, notice period does not apply and service can