

Four Front Private Limited

(Formerly Four Front Management Solutions Pvt Ltd.)

Plot No. PAP-K-64, MIDC Phase-2,
Village Bhamboli, Chakan Industrial Area ,
Pune, Maharashtra, Pin : 410501



Date : 29th August, 2022

Name : Mr. Suyog Mule
Address : S/o Sanjay Mule, 1257 Chatrapati Nagar,
Jogaiwadi, Beed, Maharashtra – 431517.

Dear Mr. Suyog Mule,

Offer Letter

We are pleased to offer you the position as “Trainee Engineer” in our organisation, subject to the following terms and conditions:

1. Your appointment is with effect from 2nd September, 2022 and at the commencement of business hour at our establishment located at Chakan, Pune.
2. You will be entitled to salary and perquisites, the details of which are shared as per the annexure attached with this letter. Transport and canteen services, if availed, will be charged at a subsidized rate. This is a matter purely between yourself and the company arrived at based on your specific background and merit and you are expected to keep this information and any changes made therein from time to time personal and strictly confidential.
3. The period of training will be of one year from the date of your joining service. During the training period, either side may terminate the contract without assigning any reason and with one month notice. After the successful completion of your training, based on the availability of the position, the company may take you on probation.
4. Your place of work could be at any client location depending upon the project you are involved. Your initial place of posting will be at Pune. However, you are liable to be transferred to any other client’s location or any other office of the Company or to any other division or department or to any subsidiary of Fourfront, whether now existing or still to be formed. The company will also have the right to send you on deputation or to assign your services to any other organisation.
5. You will be governed by and will abide by the Rules and regulations of the Company in force from time to time.
6. On your acceptance of this offer, you will be expected to sign the confidentiality agreement, which shall be binding on you throughout your employment with the company.
7. The company reserves to itself and shall have the right to vary or modify at any time, any or all of the provisions, rules and policies with respect to your employment in the company and such modifications shall be automatically binding on you.
8. You shall, during your service with us, devote your whole time, attention and dedicated efforts to the Company’s or other business entrusted to you and you shall not engage, directly or indirectly, in any other business or service, without the prior written permission of the Company.

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9. This offer is made on the basis of the particulars submitted by you. You shall inform the Company in writing of any changes in such particulars, promptly and in any case within 3 days of such changes. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, this offer and any appointment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the company without notice or salary in lieu of notice, without prejudice to the right of the Company to take appropriate disciplinary action against you and you alone shall be responsible for its consequences.
10. Your employment in the company and its continuation shall depend solely on your being medically fit. You shall liable to be medically examined at any point time as directed by the Company.
11. If you are willing to accept this offer of employment, it will be mandatory for you to sign a Training Repayment Contract, the draft of which is attached separately with this letter.
12. You shall also produce originals and copies thereof to the HR Department of your Aadhar Card, the testimonials, academic certificates at the time of your joining the duties. The originals shall be returned to you after verification of the details contained in the copies.
13. If you are willing to accept this offer of employment subject to the terms and conditions specified above, you may kindly sign and return the duplicate copy of this letter in token of your acceptance of the said terms and conditions, so as to reach the company on or before 7 days failing which this offer will stand automatically withdrawn, without any further obligation on our side.

Thanking you,

Yours faithfully,

For Fourfront Private Limited

Director

I have read and understood the above terms and conditions and those in the Annexure hereto and agree to accept and abide by the same. I shall join the service on _____.

Date : _____ Signature _____ (Name)

Mobile Number:

Permanent Residential Address:

Temporary Residential Address: