

Dear Lavanya,

Date : 15th Jun 2024

We are pleased to inform you that you have been offered the post of **HR – Intern** with a monthly remuneration of **Rs 5,000/-** at the end of 3 months of internship . Your date of joining will be **19th Jun 2024**.

1. Your work location will be work from home. However, your services are transferable and you may be assigned to any office of Righto, a subsidiary, an associate company, or any of our client companies.
2. Your offer is contingent upon satisfactory reference & background checks including verification of your application materials, education, and employment history. Your offer is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
3. Your designation may be changed at the discretion of the company depending on the work assigned to you.
4. If you are absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice. If you are not punctual and absent from duty without notice taking frequent leaves or without any genuine reasons absent from the company and impacting company business transactions and the company work environment and workplace and in such situation company has the right to terminate your services without giving notice.
5. You or the company may terminate your service at any time by giving 15 days (Fifteen Days) notice or payment in lieu thereof. However, due to exigencies of business, the company may at its sole discretion reject the payment in lieu of notice and ask you to serve the entire or part of the notice period. The company has all right to terminate your service on continued nonperformance without serving a notice period. Full and Final settlement will take 90 days and if 6 month probation period is completed, during resignation, you need to serve 30 days of notice period as per the term.
6. Upon termination of your services, you are required to return all assets and property of the company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
7. Any and all of the terms and conditions of service may be modified or can be changed including compensation, notice period and incentive at the company's discretion.
8. Your individual remuneration is strictly between yourself and the company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
9. It is your responsibility to notify the company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the company.

10. While working with us, you will not carry on any business or enter for any part of your time, in any capacities, the services of or be employed by any other firm, company or person. You would devote your time and attention to your duties to promote the organizational interest and will not utilize any internal information, trade secrets or affairs for personal (or) competitor advantage.

11. You would be responsible for safe keeping of organizational property such as documents, IT & non IT infrastructure etc. which may be in your use, custody or charge and the same has to be returned in good condition and order. You will be held liable if we find you misusing/mishandling the organizational property which will lead to commercial implications like deduction from payment/FFS etc. and any legality is involved then we will examine & take appropriate action as per the law of the land.

12. Information pertaining to Righto and intellectual property is confidential and accepting this letter will be deemed as signing the non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the company and indemnify the company against any breach thereof.

13. In case of Irregular work, BG failure, or performance issue, the company can terminate you without notice and in that case, no amount shall be paid by the company.

14. You will abide by all the rules and regulations of the company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

15. You acknowledge and confirm by signing this agreement at the time of joining or post joining the company as and when the situation arises that you would not approach Righto customers for direct/indirect employment or for customers. This agreement would be valid up to one year of your separation from the company. If the company establishes a breach of this agreement in any manner, the company is free to take any type of action including intimating the customer and further processing as per agreement terms.

Please share the signed copy of this offer letter.



Jagmohan Singh
Founder- Righto