GROUP VAN VOOREN
Divoli Data Processing

August 1, 2019

Ilene P.C.
Puthenpurackal House
S N Junction
Panangad
Kochu 682506
Kerala

Dear Ilene,

We are pleased to offer you the post of Data analist with effect from today. Your appointment is to our office based at 2nd floor Sabu & Cyprian Building, Old Thevara Road, Kochi- 682016.

You will be paid monthly in arrears by credit transfer to your bank account. Your starting consolidated salary would be Rs. 12700,00 a month. You would be assigned specific duties and responsibilities upon your joining the services of our company. You shall report to the Director (Operations).

You will normally work a five day week of 40 hours. In addition to Indian public holidays, your annual leave allowance will be 15 days with pay after one year's service. Absence on account of sickness must be notified to the Director promptly. Evidence of incapacity and cause must be provided throughout any period of sick absence to qualify for sick pay, which may be refused if this evidence is not provided. The Company requires medical evidence of incapacity and cause, certified by a qualified practitioner, for sick absence exceeding seven calendar days. Periods of one to seven calendar days' sick absence may be self-certified.

You agree of binding your services to the company for a period not less than 1 year from the date of your appointment.

If you decide to leave the service of the company you are expected to give not less than one calendar months' notice. During the probation period from at least 3 months, the company reserves the right to terminate your employment without assigning any reason whatsoever.

Divoli Data Processing Pvt Ltd * Cochin-16 *