



15-12-2021

To,

Ms. Manaswi Mahesh Kumbhar,

161/162, Haripriya Nagar, Last Bus Stop

Rajopadhyay N, Karvir, Kolhapur

Dear Manaswi,

We are pleased to offer you the position of **Jr. 3D Artist** in **Leons Digital Technologies Pvt. Ltd.**

Please note below the key terms and conditions of your probation employment, should you choose to accept. This letter is effective from the date of this letter and supersedes all previous letters.

- 1. Position** **Jr. 3D Artist**
- 2. Compensation** **Rs. 1,82,256/- per annum CTC**
- 3. Date Of Joining** **1st December, 2021**
- 4. Full-Time Attention:** As a whole time employee of the Company, you will devote your full time and attention to your assigned duties. You will not carry on any other business or perform any consulting services, or devote any part of your time to any other firm or business, without prior written permission. You will disclose to the Company any directorships, retainerships, part time employment or consulting engagements that you have contracted, whether verbally or in writing.
- 5. Place of Work & Timings:** Your location of work will be based at Leons Digital Technologies, Pune. However, the Company may require you to travel within India or abroad for business purposes from time to time.
Office timings are 9:00 AM to 6:00PM with half an hour's lunch break. Completion of work deadlines may necessitate working beyond office hours and on weekends. In any event, you should be reachable outside office hours to respond to and deal with any urgent matters.
- 6. Confidentiality:** You will have the duty and obligation to scrupulously observe the ethical code of fullest confidentiality and shall not reveal any confidential information, which you come across or is provided to you during the course of your employment with the Company, during the tenure of your employment or at any time thereafter.

LEONS DIGITAL TECHNOLOGIES PVT. LTD.

CIN:U74999PN2018PTC179879 | TAN:PNEL076108

G. NO. 242, NEAR MARATHI SHALA, AWHALWADI, Pune, Maharashtra. Pin : 412207

WWW.LEONSDIGITAL.COM | INFO@LEONSDIGITAL.COM

91 9822447148 | 91 9986151701



7. **Separation:**

- a. Termination: Either party may terminate this contract of employment by giving notice of 30 days. However in exceptional cases, management reserves the right to terminate the contract at shorter notice.
- b. Notice shall be deemed as effected only when it is sent to the company's official address, as communicated at the time of joining and only through a recognizable source, if sent via electronic mail.
- c. Return of company assets: Upon resignation you will be required to return all company assets in your possession which were provided to you as per Company Policy.
- d. In event of your resignation of services, the notice period will be 30 days. However in exceptional cases, management reserves the right to minimize or extend the notice period.
- e. In the event of employee unable to serve the 30 Days' notice period, full and final settlement will stand terminated.
- f. 30 days' notice period can be purchased as per the basic salary offered.

8. **Probation Period:** You will be on probation for a period of 6 months. Only upon satisfactory completion of probation period, depending on performance assessments by your reporting Authority your services may be extended or confirmed. The assessments will be done as per the pre-defined parameters related to your job role.

9. **Other terms and Conditions:**

- a. Valid Passport: Your will, at all times, keep in force a valid passport which would permit you to travel abroad, in the event work requires you to make a business trip.
- b. Communication Address: You will keep the Company informed, in writing, of any change in your address above; in the absence of such intimation, all communications to you will be sent to the last address that you have intimated to the Company, and this communication will be deemed to be sufficiently made to you.
- c. Background check: The Company may conduct a background and reference check as per Company policy. In the event the results of such background checks are

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unsatisfactory on any account, the company may, in its sole discretion, take appropriate action including and up to termination time.

- d. Any disputes and differences arising in connection with this letter including any claims or recoveries between Company and yourselves shall be referred to arbitration under the Arbitration and Conciliation Act, 1996 and rules there under, to be conducted by the Sole Arbitrator appointed by the Company.

All other terms of employment not specifically covered herein will be in accordance with Company Policy in force from time to time – as available in the Policy Manual .

Please sign and return the enclosed copy of your letter signifying your acceptance of employment With the Company at the remuneration, designation and other terms and conditions.

We are delighted to have you as an employee of our Company and are confident that you will have a successful career with us.

Thanking You,

Ritesh Chaudhary

I Accept,

Manaswi Mahesh Kumbhar

LEONS DIGITAL TECHNOLOGIES PVT. LTD.

CIN:U74999PN2018PTC179879 | TAN:PNEL07610B

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