

Date : 02-10-2026

OFFER LETTER

To:

Ms. Srimathi,
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Dear Ms. Srimathi,

Following your application and subsequent interview with us, we are pleased to offer you the position of **HR Executive** with Freshora Digital Technologies under the following terms and conditions.

1. Reporting Authority

You will report to your assigned Reporting Manager and the Management Team.

2. Date of Joining

Joining Date: **02-03-2026**

3. Salary

Your annual Cost to Company (CTC) will be **Rs. 84,000.00** (Rupees Eighty-four Thousand Only)

4. Salary Processing & Payment

Salary for each month will be processed and credited between the **7th to 10th day** of the following month, subject to attendance verification, leave records, statutory deductions, and payroll processing requirements.

5. Probation & Confirmation

You will be on probation for **six (6) months** from the date of joining. Upon satisfactory performance, your employment may be confirmed as permanent.

During the probation period, the Company reserves the right to terminate employment without notice, in accordance with Company policies and applicable laws.

6. Salary Revision

Salary revisions, increments, incentives, or adjustments shall be at the sole discretion of the Management based on performance, discipline, business requirements, and other relevant factors.

7. Attendance & Leave Policy

- Absence from work for **five (5) consecutive days** without approval may result in termination of employment.
- **During probation**, leave may be treated as **Loss of Pay (LOP)** unless otherwise approved by Management.
- Upon confirmation, employees shall be entitled to leave benefits as per Company policy.

8. Work Schedule

- **Working Hours:** 9:00 AM to 6:30 PM
- **Working Days:** Monday to Saturday

Terms and Conditions of Employment

• Full-Time Employment

You are expected to devote your full professional time and attention to the Company and shall not engage in any other employment, business, freelance work, or professional activity without prior written approval from the Company.

• Confidentiality

You shall maintain strict confidentiality regarding all Company information, including client data, pricing, projects, strategies, business plans, employee information, software, documents, and other proprietary information.

• Company Policies

You agree to comply with all Company rules, policies, procedures, and operational guidelines as amended from time to time.

• Intellectual Property

All work, content, designs, software, strategies, documents, materials, and intellectual property created during your employment shall remain the exclusive property of Freshora Digital Technologies.

• Company Property

Employees shall use Company property responsibly...

- **Professional Conduct**

Employees are expected to maintain professional behavior, respect colleagues and clients, and contribute positively to the workplace environment.

- **Social Media & Reputation Protection**

Employees shall not publish or share any false, misleading, defamatory, confidential, abusive, or reputation-damaging content relating to the Company, its management, employees, clients, vendors, projects, or business operations through Google Reviews, social media platforms, websites, forums, or any public medium.

Any employment-related concern or grievance must be addressed through internal communication channels. Violation of this clause may result in disciplinary action and legal remedies available under applicable law.

- **Media Consent**

The Company may use photographs, videos, audio recordings, testimonials, training materials, and event content captured during employment for business, marketing, branding, recruitment, training, website, and social media purposes.

By accepting this offer, you consent to such use during and after your employment for legitimate business purposes.

- **Resignation & Notice Period**

Employees wishing to resign must provide **one (1) month's written notice**.

Employees leaving without serving the required notice period may be required to pay an amount equivalent to one month's gross salary in lieu of notice, unless waived by Management.

- **Final Settlement**

Final settlement, salary dues, incentives, reimbursements, relieving letters, and separation documents shall be processed after completion of handover formalities, return of Company assets, verification of work records, and departmental clearances.

The Company may require up to thirty **(30) days** from the **employee's last working day** to complete verification and settlement procedures.

- **Right to Legal Action**

The Company reserves the right to initiate appropriate legal, civil, criminal, or cybercrime proceedings against any individual involved in defamation, unauthorized disclosure of confidential information, misuse of Company data, intellectual property violations, online harassment, or activities causing financial or reputational harm to the Company.

We look forward to welcoming you to Freshora Digital Technologies and believe your contribution will be valuable to our continued growth and success.

Sincerely,

Jerald Alphonse

CEO

Freshora Digital Technologies

Date: 02-03-2026

Please sign and return a duplicate copy of this letter as confirmation of your acceptance. We look forward to welcoming you to Freshora Digital Technologies and believe your contribution will be valuable to our continued growth and success.

Employee Acknowledgment

I **Srimathi** have read, understood, and accepted the terms and conditions contained in this Offer Letter and agree to abide by all Company policies and procedures.

Employee Name :

Signature :

Date :