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Date: 16/06/2017

Subject: Letter of Appointment

Dear Sathyadri Shastri

Further of your application, the subsequent selection process and acceptance of the offer of employment made to you, Melbourne Seafood Pvt. Ltd. is pleased to appoint you effective from 16/07/2017 as **MARKETING OFFICER** on the below mentioned terms and conditions.

1	Employee Code	785345	This is a unique number and is your identifier in the HR Systems at Melbourne Seafood. Please use this during your communications with the support teams.
2	Cost to Company	\$8500	This is the sum of gross salary paid to the employee and employee related expenses directly incurred by the company for Statutory Compliances and other Employee benefits.
3	Notice Period	As per Manager's requirement	This is to facilitate a proper work handover process and ensure continuity of work at the client site without any disruptions
4	Replacement fee	10% of Gross Salary	The cost of hiring a new employee including the interviewing, screening and hiring, in case of not serving Notice period the fee will be chargeable to the employee(s).
5	Deputed to	Client Place	This is your initial client and may change during course of your employment, depending upon the work requirements and project status.
6	Deployed At	M&G	This is your initial location of deployment and may change base on work situations or client requirements from time to time.
7	Salary Cycle	Normal	This denotes the dates considered for attendance during salary calculation

Probation

You will be on probation for a period of 6 months from the date of your joining, after which you will be confirmed if your work is found satisfactory. During probation period the performance of the employee will be evaluated to determine whether further employment in the specific position is appropriate. The probation period can be extended, if found necessary. You will be treated as a confirmed employee after the completion of 6 months at Melbourne Seafood Private Limited.

Note

This letter of appointment is based on the information furnished in your resume for employment and agreement of the management. If, at any time in future it comes to light that any of the provided information is incorrect, then your employment is liable to be terminated without prior notice.

Congratulations on your Success

Mr. James Powell | Human Resources Manager at Melbourne Seafood



