

**14th May 2021**

Name: Shishira S

Address:

Koodaram, Appan Pillai Road,  
Kochuveli, Thiruvananthapuram,  
Kerala 695021

**Dear Shishira,**

Congratulations!

We are delighted to have you join Zenys Digital Solutions as **Assistant Manager - Digital Marketing**. We are excited to welcome you to the family and are confident that you will be able to grow professionally and make a significant contribution to the success of the organization.

Please find the below terms of your offer:

- 1) Your effective date of employment will be from **17th May 2021**
- 2) Your annual compensation shall have the following components:
  - a) Fixed monthly pay of Rs 12,500
  - b) Annual performance linked bonus amounting to a maximum of 10% of your total annual salary post completion of one year.
- 3) **Probation period:** Your employment is subject to a probation period of 90 days effective from your date of joining. Your employment will be confirmed based on your satisfactory performance and successful professional reference checks along with verification of your education and employment history. In case an employee and/or the company prefers to terminate the employment contract during probation period, then the employee shall be subject to a notice period of 15 days and/or requisite salary in lieu thereof.
- 4) Post confirmation as an employee on completion of the probation period, if at all circumstances arise wherein employee prefer to leave the employment with the Company, then employee shall be under a strict obligation to submit a resignation providing a prior notice period of 60 days with the reporting manager and/or requisite salary in lieu thereof and follow the exit formalities as would be applicable as per the policies of the company at that particular point of time. The company may terminate the employment contract with a prior notice of 30 days.
- 5) Company reserves the right to take disciplinary action and or terminate the employment on disciplinary grounds
- 6) Our annual appraisal cycle is effective April 1 and covers all employees who have spent 6 months or more in the organisation.

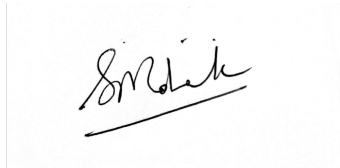
- 7) During your employment with Zenys, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Zenys Digital Solutions.
- 8) **Work from home:** Due to the restrictions imposed by COVID-19 all employees will be working remotely. All employees are expected to make their own arrangements for stable internet access and devices such as laptop/ desktop.

Shishira, we look forward to working with you!

Please sign below and return this employment agreement on or before 17th May 2021 .

For Zenys Digital Solutions

Candidate Name & Signature



Mohana Krishnan. S  
Authorized Signatory