

March/26/2024**Ref: INTL/EMPL/2024/6911**Name: [REDACTED]
Nationality: - India
Passport #: [REDACTED]**SUB: LETTER OF APPOINTMENT**

We refer to your application and subsequent email interview; we are pleased to offer you the post of **Instrumentation Manager**, on the below terms and conditions.

Date of Joining:

Your appointment will take effect from 13-April-2024. You are expected to join on 13-April -2024.

Salary and Increments:

You will be paid a monthly salary of **€ 10,680** Ten thousand six hundred and eighty Euros.

Increments and promotions will be subject to your overall performance as an individual at the discretion of the Management.

Designation: Instrumentation Manager

Place of Work:

Your place location will be at no: 3 Bratislavská Usti nad Labem Czech Republic.

Contract Period:

The contract shall be valid for the period of three years from the date of your joining.

BENEFITS AND ALLOWANCES

Basic monthly salary € 10,680,
Accommodation / one-bedroom furnished apartment.
Food allowance € 200 / week.
Transportation by Acorns tools company car
Vacation 30 days / year. Vacation ticket will be provided.
Medical insurance will be provided.

This is to confirm the terms and condition of employment with Acorns Tools

Full time employment:

Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company.

Salary revision:

Your salary will be reviewed on November 1, of each year, or at such other time as the management may decide. Salary revisions are discretionary and will be subject to, and based on, effective performance and results.

Housing Facilities:

Suitable & comfortable furnished accommodation will be provided to you as per company's rules and regulations.

Medical Allowance:

Medical reimbursement will be given to you as per the company rules and regulations.

Travel:

You may be required to undertake travel on company's work when necessary. In the case of such travel on Company's business deputation you will be entitled to such travel expenses/allowances as per the company rules.

Annual Leave:

You will be entitled to 30 days of leave per year. This may be accumulated for three years and availed together

Visa Expenses:

As an equal opportunity employer and company's past experience on international workers, you will have to bear your visa expenses by yourself which the company will reimburse back the expenses to you after your joining with the company.

MB: The Company will pay for your flight ticket as soon as you complete your visa processing.

Joining:

You are entitled to travel with 3 immediate family, (wife or husband with two children below the age of 18 years old) in this case they will be entitled to economic class flight tickets.

Working Hours:

You are required to work 7 (seven) hours daily, 30 min break daily and 35 hours per week. The working days are from Monday to Friday.

Secrecy Clause:

Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

15, Termination:

This contract can be terminated by either party by given one month notice in writing salary equivalent to 1 month in lieu of the notice period, in case of termination of employment by the employer on disciplinary grounds no notice or compensation in lieu of the notice period is required to be given.

Suggestion for Improvement:

The Company believes in transparency throughout the Organization. Any suggestion for improved efficiency of operations in all areas of work is welcome. Suggestions for improvement and actions that prevent the likelihood of an error/rejection {Preventive actions) are called contributions.

Discipline and Professionalism:

The Company lays great emphasis on basic human values as a result of which arises disciplined work and professionalism. Employees are encouraged to inculcate values of Truthfulness {Honesty}, Usefulness (Handwork), Thoughtfulness (Maturity) and Helpfulness (Teamwork)


General:

We request you to treat the terms of your employment as confidential.

Please email us the signed copy of this letter as a token of your acceptance of the above offer within 3 days. We welcome you once again as a member of Acornstools.

I have gone through and understood the above-mentioned terms and conditions and hereby accept the offer and undertake to abide by the same

Signature of employee _____
Human Resource Manager
Regards,
For Acorns Tools



Maxmilián Lucas
Human Resource Manager