

Date: 28/09/22

Deepak Ramji S,  
2/126, Middle Street, Kovilangulam post,  
Ramanujapuram,  
Aruppukottai 626 107.

Dear Deepak Ramji,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationship with our clients that are the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**A JOSEPH**  
**Vice President**  
**Centizen Inc.**



## OFFER LETTER

Date: 07/07/2023

**K Puruchothaman**

S/O S Kamaraj, No. 43/4a/7, Bangala  
Street 2, Kovilpatti Thoothukkudi- 628501.  
Tamil Nadu  
Mobile: 9976161185  
Email ID :puruchothaman14@gmail.com

Dear Puruchotham ,

Further to the successful interview of yours, we are pleased to offer you the position of " Trainee Engineer " in Technical department of our organization with a monthly remuneration of Rs 15000/- (Fifteen thousand only)

Your joining date would be from 1st July 2023 and your working hours would be from 10:00 AM to 6:00 PM with half an hour break a day for lunch and you are scheduled to work through Monday to Saturday. Your reporting time to office will be 9.45 am

You will be on probation for a period of Six months. Notice period during probation will be 15 days. After successful completion of your probation and review thereof, you will be appointed as a permanent employee of the organization and would be entitled to all other allowances and benefits whatsoever as per policies of the organization. Regular performance reviews will be conducted to assess your suitability. You shall receive your salary on or before 15th of every month.

You will need to submit photocopy of pan card, Aadhar card / Ration card, educational certificates, proof of age certificate and two recent passport photographs. Also offer letter, relieving certificate, IT declaration/ form 16 and Salary certificate from last employer prior to the date of joining.

**CIKIT Electricals & Technologies India Pvt. Ltd.**  
#3, D A Swamy Avenue, Thirumullaivoil Road, Korattur, Chennai 600 080  
Email: enquiry@ckit.in | Ph: +91 95000 35752 | www.ckit.in

## Letter of Intent (LOI)

Superset ID: 3612383

Date: November 25, 2022

Dear Jayashree S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,922/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

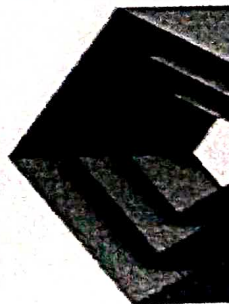
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



## Letter of Intent (LOI)

Superset ID: 3632635

Date: November 25, 2022

Dear **Vignesh Shunmuganathan,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and Incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/ sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendor located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**

Offer: Computer Consultancy  
Ref: TCSL/DT20222927444/Chennai  
Date: 25/11/2022

Mr. Benjamin Deva Sakayam  
37/2 AnnakamuthottamRajaji 1st Street,  
Madurai,  
Madurai-625706,  
Tamil Nadu,  
Tel# -

Dear Benjamin Deva Sakayam,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20222927444

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Letter of Appointment

TASPIL/HRD/AL/COR17/22-23

Date: 31-03-2023

Mr. Arun Balaji Mahendran,  
22, 3RD Lane,  
Subramaniyapuram,  
Madurai south - 625011

Dear Mr. Arun Balaji Mahendran.,

Further to our interview dated 10.02.2023, we are pleased to inform you that you are hereby appointed as an Engineer - Design Trainee in the Design Department of our Organization to be based at COIMBATORE HQ as per terms and conditions issued and agreed upon as under: -

1. This appointment is effective from 20.02.2023 the date of your joining our organization.
2. Your salary and other allowances shall be as per enclosed statement.
3. Your job functions and responsibilities as Engineer - Design Trainee shall be issued in due course.
4. You will be placed on probation for a period of Six months and the said period can be extended by another three months if your performance is not found to be satisfactory by the Management and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing for permanent by the Management, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing for permanent by the Management, you shall not be deemed to be permanent.
5. During probation, the notice period for termination / resignation will be one (1) month from either side. After confirmation, the notice period required from either side is three (3) months. Otherwise employee has to pay an amount equal to the pro-rata of your salary to the company for the balance period that not complied of three (3) month notice period.
6. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.

Letter of Appointment

TASPIL/HRD/AL/COR16/22-23

Date: 31-03-2023

Mr. DheerajKumar P  
TC 78/3734, R.N.R.A-248,  
Rajeev Nagar, Beach Po,  
Thiruvananthapuram,  
Kerala -695007

Dear Mr. **Dheerajkumar P**

Further to our interview dated 10.02.2023, we are pleased to inform you that you are hereby appointed as an Engineer - Production Trainee in the Production Department of our Organization to be based at COIMBATORE HQ as per terms and conditions issued and agreed upon as under: -

1. This appointment is effective from 20.02.2023 the date of your joining our organization.
2. Your salary and other allowances shall be as per enclosed statement.
3. Your job functions and responsibilities as Engineer - Production Trainee shall be issued in due course.
4. You will be placed on probation for a period of Six months and the said period can be extended by another three months if your performance is not found to be satisfactory by the Management and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing for permanent by the Management, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing for permanent by the Management, you shall not be deemed to be permanent.
5. During probation, the notice period for termination / resignation will be one (1) month from either side. After confirmation, the notice period required from either side is three (3) months. Otherwise employee has to pay an amount equal to the pro-rata of your salary to the company for the balance period that not complied of three (3) month notice period.
6. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.

**Tech7 Automation Systems (I) Pvt. Ltd.,**

Sf. No. 106/1 Palathurai Road Pirivu, Seerapalayam Road,  
Bodipalayam, Madukkarai Post, Coimbatore - 641105.

Mob: +9194885 54241 Phone: 0422 2916241

e-mail : tech7@tech7automation.com Web: www.tech7automation.com



PERSONAL & CONFIDENTIAL

Mr. Sujeeth Kumar S,  
S/o Selvam,  
# 5/37A, Sendalaipatty, E. Malampatty  
Melur, Madurai

Dear **Mr. Sujeeth Kumar S,**

Sub.: Offer Letter

With reference to the interview, we had with you on 14<sup>th</sup> February 2023, we are pleased to offer you the position of **Graduate Engineer Trainee – Engineering Department** in our organization in Bangalore and various sites on the following terms and conditions:

- A formal Appointment Letter will be issued at the time of joining.
- You are required to join on or before 01.06.2023.
- At the time of joining, you are required to submit the following documents without fail.
  1. Academic Certificates
  2. Aadhar Card
  3. Pan Card
- You will be accountable for all related assignments as given to you from time to time by your reporting authority.
- You are requested to take a duplicate copy and affix your signature as a token of acceptance and send it back.
- Two years training bond /agreement will be issued during the date of joining.
- Employees are eligible for lateral entry higher educations for continued services of 5 years only.

Wishing you all the best and looking forward your good association with our organization.

Yours faithfully,



Authorized Signatory



I have read and understood the terms and conditions stated above and hereby signify my acceptance.

Signature .....

Date .....



Date: 31-03-2023

Mr. Marimuthu G  
11/173F, Raviram Nagar,  
3rd Cross street,  
Agasthiyarpatti,  
Tirunelveli  
Dear Mr. Marimuthu G,

Further to our interview dated 10.02.2023, we are pleased to inform you that you are hereby appointed as an Engineer - Production Trainee in the Production Department of our Organization to be based at COIMBATORE HQ as per terms and conditions issued and agreed upon as under: -

1. This appointment is effective from 20.02.2023 the date of your joining our organization.
2. Your salary and other allowances shall be as per enclosed statement.
3. Your job functions and responsibilities as Engineer - Production Trainee shall be issued in due course.
4. You will be placed on probation for a period of Six months and the said period can be extended by another three months if your performance is not found to be satisfactory by the Management and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing for permanent by the Management, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing for permanent by the Management, you shall not be deemed to be permanent.
5. During probation, the notice period for termination / resignation will be one (1) month from either side. After confirmation, the notice period required from either side is three (3) months. Otherwise employee has to pay an amount equal to the pro-rata of your salary to the company for the balance period that not complied of three (3) month notice period.
6. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.

**7 Automation Systems (I) Pvt. Ltd.,**

Sf. No. 106/1 Palathurai Road Pirivu, Seerapalayam Road,  
Bodipalayam, Madukkarai Post, Coimbatore - 641105.

Mob: +9194885 54241 Phone: 0422 2916241

tech7@tech7automation.com Web: www.tech7automation.com

Ref: STSS/HR/OL/0247-23

10.03.2023

PERSONAL & CONFIDENTIAL

Mr. Natesh Vel R,  
S/o V Ragavan  
# 2/283, Muthu Nagar,  
Pandiyan Nagar, Thirumangalam,  
Madurai - 625706

Dear Mr. Natesh Vel R,

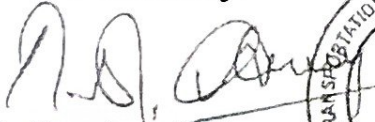
Sub.: Offer Letter

With reference to the interview, we had with you on 14<sup>th</sup> February 2023, we are pleased to offer you the position of **Graduate Engineer Trainee – Engineering Department** in our organization in Bangalore and various sites on the following terms and conditions:

- A formal Appointment Letter will be issued at the time of joining.
- You are required to join on or before 01.06.2023.
- At the time of joining, you are required to submit the following documents without fail.
  1. Academic Certificates
  2. Aadhar Card
  3. Pan Card
- You will be accountable for all related assignments as given to you from time to time by your reporting authority.
- You are requested to take a duplicate copy and affix your signature as a token of acceptance and send it back.
- Two years training bond /agreement will be issued during the date of joining.
- Employees are eligible for lateral entry higher educations for continued services of 5 years only.

Wishing you all the best and looking forward your good association with our organization.

Yours faithfully,



Authorized Signatory



I have read and understood the terms and conditions stated above and hereby signify my acceptance.

Signature .....

Date .....

Ref: STSS/HR/OL/0248-23

10.03.2023

**PERSONAL & CONFIDENTIAL**

Mr.Sakthi Sundar P,  
S/o T Prabhakaran,  
#2/288, East Street,  
Kakkivadanpatti, Sivakasi west,  
Virudhunagar  
Tamil Nadu - 626124

Dear Mr.Sakthi Sundar P,

**Sub.: Offer Letter**

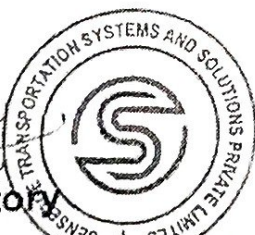
With reference to the interview, we had with you on 14<sup>th</sup> February 2023, we are pleased to offer you the position of **Graduate Engineer Trainee – Engineering Department** in our organization in Bangalore and various sites on the following terms and conditions:

- A formal Appointment Letter will be issued at the time of joining.
- You are required to join on or before 01.06.2023.
- At the time of joining, you are required to submit the following documents without fail.
  1. Academic Certificates
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- You will be accountable for all related assignments as given to you from time to time by your reporting authority.
- You are requested to take a duplicate copy and affix your signature as a token of acceptance and send it back.
- Two years training bond /agreement will be issued during the date of joining.
- Employees are eligible for lateral entry higher educations for continued services of 5 years only.

Wishing you all the best and looking forward your good association with our organization.

Yours faithfully,

  
**Authorized Signatory**



I have read and understood the terms and conditions stated above and hereby signify my acceptance.

Signature .....

Date .....

**Letter of Appointment**

TASPIL/HRD/AL/COR15/22-23

Date: 31-03-2023

**Mr. Mareeshwaran Prakash Raj**  
222, Dr Ambethkar Theru,  
Virudunagar,  
Tamilnadu - 626001.

**Dear Mr. Mareeshwaran Prakash Raj,**

Further to our interview dated **10.02.2023**, we are pleased to inform you that you are hereby appointed as an **Engineer - Production Trainee** in the **Production Department** of our Organization to be based at COIMBATORE HQ as per terms and conditions issued and agreed upon as under: -

1. This appointment is effective from **20.02.2023** the date of your joining our organization.
2. Your salary and other allowances shall be as **per enclosed statement**.
3. Your job functions and responsibilities as **Engineer - Production Trainee** shall be issued in due course.
4. You will be placed on probation for a period of Six months and the said period can be extended by another three months if your performance is not found to be satisfactory by the Management and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing for permanent by the Management, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing for permanent by the Management, you shall not be deemed to be permanent.
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6. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.

**tech7 Automation Systems (I) Pvt. Ltd.,**

Sf. No. 106/1 Palathurai Road Pirivu, Seerapalayam Road,  
Bodipalayam, Madukkarai Post, Coimbatore - 641105.

Mob: +9194885 54241 Phone: 0422 2916241

e-mail : tech7@tech7automation.com Web: www.tech7automation.com

**APPRENTICE APPOINTMENT ORDER**

Ref: SL/HR/415778

02.01.2023

SUDHARSAN  
QUALITY CONTROL  
415778

DEAR SUDHARSAN,

Further to your application dated 02.01.2023 and the interview you had with us on 02.01.2023 we are pleased to engage you as an Apprentice on terms and conditions mentioned below.

1. **PERIOD:** The Apprenticeship commences on 3 years from 02.01.2023 ends on 01.01.2026
2. **STIPEND:** During the period of Apprenticeship, you will be paid a monthly stipend as follows:

a. I year	-Rs. 12,850.00
b. II year	-Rs. 14,250.00
c. III year	-Rs. 15,500.00

If you are a diploma candidate or have any arrear in academic till clear the same. Your stipend will be automatically revised after you submit the degree certificate or all clear mark list.

3. **RIGHT TO EXTEND THE PERIOD :** Your progress as an apprentice will be closely assessed and therefore the any phase of apprenticeship is liable to be extended for such period as may be deemed necessary if your progress is not satisfactory.

4. **PLACE OF APPRENTICESHIP:** Your place of apprenticeship will be at SL Lumax Ltd., Sriperumbudur. You are, however liable to be transferred to any departments of our establishments, anywhere in India and your apprenticeship may be loaned to any of our Group/Associate Companies.

5. **AUTOMATIC CESSATION :** Unless the management considers it necessary to take you on the rolls of the company, your engagement as an Apprentice shall automatically cease on completion of the apprenticeship period.

6. **RULES AND REGULATIONS :** You shall abide by the rules and regulations of the company which are in force and which may enforced from time to time.

7. **LEAVE ENTITLEMENT:** Except for the holidays which the company may declare, you are not entitled to any leave during your Apprenticeship period.

8. **NATURE OF TRAINING:** You will undergo training in any of the machines / shifts as decided by the management from time to time. The training imparted to you will also include on the job training.



## SL Lumax Limited

Regd. Office & Factory : G-14,15 & 25, Sipcot Industrial Park,  
Irungattukottai, Sriperumbudur - 602 117, Kanchipuram Dist.  
Tamilnadu, India. Phone : 91-044-71207520  
GSTIN : 31AAACL1857B1Z1 CIN : U34300TN1997PLC048136

### APPRENTICE APPOINTMENT ORDER

Ref: SL/HR/415782

02.01.2023

VIGNESH PANDIAN P  
HEAD LAMP ASSEMBLY  
415782

DEAR VIGNESH PANDIAN P,

Further to your application dated 02.01.2023 and the interview you had with us on 02.01.2023 we are pleased to engage you as an Apprentice on terms and conditions mentioned below.

1. **PERIOD:** The Apprenticeship commences on 3 years from 02.01.2023 ends on 01.01.2026
2. **STIPEND:** During the period of Apprenticeship, you will be paid a monthly stipend as follows:

a. I year	-Rs. 12,850.00
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4. **PLACE OF APPRENTICESHIP:** Your place of apprenticeship will be at SL Lumax Ltd., Sriperumbudur. You are, however liable to be transferred to any departments of our establishments, anywhere in India and your apprenticeship may be loaned to any of our Group/Associate Companies.

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6. **RULES AND REGULATIONS :** You shall abide by the rules and regulations of the company which are in force and which may enforced from time to time.

7. **LEAVE ENTITLEMENT:** Except for the holidays which the company may declare, you are not entitled to any leave during your Apprenticeship period.

8. **NATURE OF TRAINING:** You will undergo training in any of the machines / shifts as decided by the management from time to time. The training imparted to you will also include on the job training.



## Sundram Fasteners Limited

REGISTERED & CORPORATE OFFICE  
9B-A, VII FLOOR  
DR. RADHAKRISHNAN SALAI,  
MYLAPORE, CHENNAI - 600 004, INDIA  
TELEPHONE +91 - 44 - 28478500  
PAN AAACS6779D  
CIN L35999TN1962PLC004943  
WEBSITE [www.sundram.com](http://www.sundram.com)

**Strictly Confidential**

August 18, 2023

To:

Mr. Dhanabal A,  
74/4, Sonai Kovil Thoppu,  
Arapalayam,  
Madurai-620516.

Dear Mr. Dhanabal,

### **Appointment as Graduate Engineer Trainee**

We are pleased to appoint you as Graduate Engineer Trainee in our organization as part of our Young Leaders Programme (YLP). Upon joining us, you will be put on a structured training for a period of one year from your date of joining and on satisfactory completion of training, you will be absorbed into our regular rolls in Grade E2 as Assistant Manager (on progression to Grade E4 over a period of 2 years). The following progressions and confirmation depends on your satisfactory performance during the said period.

The details of the compensation and benefits applicable to you are given in the Annexure 1 and General Terms and Conditions of Employment as applicable to all SFL employees in the Annexure 2. You will not be eligible for any other emoluments or payments. Your remuneration is confidential between you and the company and should not be discussed with anyone.

So long as you are in the employment of the company, you will, at all times, observe secrecy in respect of any manufacturing, technical, trade or business data or any other information that might come to your knowledge or possession, which according to the company are necessarily confidential and form valuable property of the company and not made available to the trade. Furthermore, you will not disclose them without authority of the company to anyone other than the company's officers authorized to receive the same and even after you have ceased to be in the service of the company, you shall not disclose them to anybody.



## Sundram Fasteners Limited

REGISTERED & CORPORATE OFFICE  
98-A, VII FLOOR  
DR. RADHAKRISHNAN SALAJ,  
MYLAPORE, CHENNAI - 600 004, INDIA  
TELEPHONE : +91 - 44 - 28478500  
PAN : AAACS8779D  
CIN : L35999TN1962PLC004943  
WEBSITE : [www.sundrom.com](http://www.sundrom.com)

**Strictly Confidential**

August 18, 2023

To:

Mr. Sri Anantha Seshan K M,  
1/1-21A, Soundharam Nagar,  
Vilampatti,  
Sivakasi - 626124.

Dear Mr. Sri Anantha Seshan,

### Appointment as Graduate Engineer Trainee

We are pleased to appoint you as Graduate Engineer Trainee in our organization as part of our Young Leaders Programme (YLP). Upon joining us, you will be put on a structured training for a period of one year from your date of joining and on satisfactory completion of training, you will be absorbed into our regular rolls in Grade E2 as Assistant Manager (on progression to Grade E4 over a period of 2 years). The following progressions and confirmation depends on your satisfactory performance during the said period.

The details of the compensation and benefits applicable to you are given in the Annexure 1 and General Terms and Conditions of Employment as applicable to all SFL employees in the Annexure 2. You will not be eligible for any other emoluments or payments. Your remuneration is confidential between you and the company and should not be discussed with anyone.

So long as you are in the employment of the company, you will, at all times, observe secrecy in respect of any manufacturing, technical, trade or business data or any other information that might come to your knowledge or possession, which according to the company are necessarily confidential and form valuable property of the company and not made available to the trade. Furthermore, you will not disclose them without authority of the company to anyone other than the company's officers authorized to receive the same and even after you have ceased to be in the service of the company, you shall not disclose them to anybody.





## INTERNSHIP OFFER LETTER

Date: 23 /03/2023

Samyuktha Jeyakumar

½, Malaiyappan Sandu,

Thirumangalam

Madurai- 625706. Tamil Nadu

Mobile: 06369836389

Email ID : samyuktha161200@gmail.com

Dear Samyuktha,

We are pleased to inform your acceptance of an internship.

You will be working as Intern in Technical Department . Your joining date would be from 03 April 2023 and your working hours would be from 10:00 AM to 6:00 PM with half an hour break a day for lunch and you are scheduled to work through Monday to Saturday.

As a part of your accommodation, food and local travel, you will be offered 12000/- per month via cheque on or before 10th of every month. You will receive your Internship certificate on completion of 6 months period.

During your internship, you will have an access to company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all property of the company.

As an intern, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

**Congratulations on the Internship.**

Yours sincerely,

Rupali kamalesh

Director

CIKIT Electricals & Technologies India Pvt. Ltd.

**CIKIT Electricals & Technologies India Pvt. Ltd.**

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