



December 22, 2021

Name: LEELAVATHI. K
Location: Chennai

Dear LEELAVATHI. K (TJS Engineering College)

On behalf of Enchanter Corporation India, I am pleased to make you this written offer of employment for the position of Business Analyst reporting to Gautam.K . We are confident you will find Enchanter to be an excellent company in which to invest your time, talents, and energies. Enchanter invests in our people through training, the opportunity to work with advanced technologies, and to work with other creative people. You will make a great addition to the talented team that is building Enchanter into one of the leading technology management consulting firms in India.

Joining acceptance and commencement

Your appointment will be effective from your joining date on or before 01-06-2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your joining date, or we are unable to set an alternative date, this offer letter will be withdrawn. Please note that the offer is valid subject to your written confirmation of the acceptance of the offer on or before 31st October 2022.

To confirm the acceptance of the offer, you are required to:

Respond via email to reach@enchantercorporation.com to communicate acceptance of the offer and confirm your joining date. Please note that if you fail to respond to the email, you will not be allowed to join on the joining date specified as above. Any change of joining date must be sent to the above email id at least 10 days prior to your joining date.

On behalf of our Enchanter Corporation India we are pleased that you are joining Enchanter and hope you will find your employment with us to be a rewarding experience.

Please visit our website <http://enchanter.us/> for more information about our organization.

Sincerely,



Gautam.K
CEO
Enchanter Corporation

I accept this offer of employment



PRINCIPAL
T.J.S. ENGINEERING COLLEGE
Pattinam, Kavaraipettai,
Palur, Chennai, Tamil Nadu

Date

Signature: _____



ENCHANTER Corporation -CONFIDENTIAL

Salary Structure

Salary	Per Annum
Basic	180000
House Rent Allowance	50000
Conveyance	20000
Total	250000

Note: The above compensation package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

COMPENSATION

You will be eligible to receive the following:

- You will be entitled to receive a stipend of Rs.6000 only during the first two months of probation.
- You will be entitled to receive a stipend of Rs.9000 only during the second two months of probation.
- You will be entitled to receive a stipend of Rs.12,000 only during the last two months of probation. You will be put on a mandatory probation period for 6 months.
- Basic salary of Rs.180000 and other incentives shall be applicable only after successful completion of probation period.
- You will be entitled to other compensation and benefits in accordance with the Company policy as modified and intimated to you from time to time.
- Your salary will be reviewed periodically as per Company policy.
- Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.



PRINCIPAL

T.J.S. ENGINEERING COLLEGE
Peruvoyal, Kavaraipettai,
Gummidipoondi Taluk,
Thiruvallur Dist - 601 206.

Signature: -----





DRESS CODE

Dress is an integral aspect of an individual's personality and is considerably influenced by Context and occasion. The Enchanter Dress Code Policy intends to ensure that you demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.

Guidelines:

You can dress in office casuals throughout the workweek. However, on certain occasions you will be required to dress formally. Employees in sales / client facing roles are required to be dressed in formal attire. Employees while at client site are required to adhere to the dress code specified by the client. In all respects, office decorum AND decency has to be maintained.

Here is an indicative list of what is considered appropriate and not appropriate for MALE employees

Appropriate Dressing

- * Full / half-sleeved shirts (tucked in)
- * Formal / casual trousers
- * Formal shoes

Inappropriate Dressing

- * T-Shirts without Collar / Round neck T-Shirts with Casual Images / Motifs
- * Oversized/ unshapely shirts/T-shirts
- * Dhotis / Kurta-Pyjama
- * Short Kurtas
- * Shorts
- * Worn Out/ Torn jeans /Sandblasted Jeans/Jeans with flashy patterns/ Patches
- * Casual home wear slippers / Floaters/Flip flops
- * Bright and Flowery shirts with casual images/ motifs
- * Track pants

Here is an indicative list of what is considered appropriate and not appropriate for WOMEN employees

Appropriate Dressing

- * Saris / Salwar Kameez
- * Shirts
- * Trousers
- * Skirts
- * Formal shoes / sandals / formal slippers

Inappropriate Dressing

- * Slippers (Hawaii) /Casual home wear slippers / Floaters/ Flip flops
- * Clothes those are inappropriate/ revealing
- * Shorts
- * Worn Out Jeans / Sandblasted Jeans / Jeans with Flashy Patterns / Patches
- * Wrap-Around Skirts / Gathered Skirts
- * Track pants
- * Bright and flowery shirts with casual images/ motifs

Tips for a Professional look:

Ensure that you look well-groomed, clean, polished and smart Wear the right colors that blend in - avoid colors that are too bright / gaudy.

Differentiate between clothes to work and clothes elsewhere. Make sure that your dress does not hinder your working style.

Know the kind of work of workplace you are in and dress to feel confident and Comfortable




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