



**SPECTRA POINT**  
COMPUTER SERVICES

Offi. : Behind Arihant TVS, Shivajinagar, Tal :- Phaltan, Dist- Satara 415523  
PH:- 02166 - 221528 / Mo:- 9225540980/3  
Email - spectrapoint123@gmail.com

Date: 15/04/2021

Dear Nawale Pooja Mahesh,

After reviewing your qualifications, we are confident that you will contribute significantly to our team. Below are the details of your offer:

**Position Details**

- Position: IT Support Executive
- Start Date: 01 / 06 / 2021

**Compensation & Benefits**

- Salary: ₹ 210000 per annum
- Incentives: Performance- based bonuses as per company policy
- Working Hours: 9:00AM to 6:00PM, Monday to Saturday

**Terms & Conditions**

1. **Probation Period:** You will be on probation for the first months, during which either party may terminate the employment with 10 days notice.
2. **Confidentiality :** You are required to maintain the confidentiality of company data and client information at all times.
3. **Leave Policy:** You will entitled to 10 days of paid leave annually, subject to approval by your reporting manager.
4. **Code of Conduct:** Adherence to the company's code of conduct and disciplinary policies is mandatory. Any breach of these may result in termination.
5. **Termination:** After the probation period, either party can terminate this employment with 10 days written notice or salary in lieu thereof.

We look forward to your joining.

Best Regards,

\*This is a digitally generated document and does not require a physical signature or stamp.

■ COMPUTER ■ LAPTOP ■ PRINTER ■ CCTV ■ SALES ■ SERVICES ■ AMC



Principal  
Tuljaram Chaturchand College  
Baramati

Sr. No	Student Name	Placement/ Progression to HE	Name of the Employer/ HE Institution	Pay Package/ Program
56.	Jadhav Kajal Satish	Placement	Spectra Point, Phaltan	2,10,000/-