Northwind Solutions Pvt. Ltd.

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Ref: NWS/HR/2026/118 Date: 1 July 2026

Kiran Reddy
Plot 22, Madhapur, Hyderabad 500081

Subject: Letter of appointment

Dear Kiran Reddy,

With reference to your application and the subsequent interviews, we are pleased to appoint you as Accounts Executive in the Finance department of Northwind Solutions Pvt. Ltd. on the following terms and conditions.

1. Date of joining and place of work: Your appointment is effective from 1 July 2026. You will be based at our Bengaluru office and will report to the Finance Manager. The company may transfer you to any of its offices as business needs require.

2. Salary: Your annual cost to company (CTC) will be Rs. 6,00,000 (Rupees Six Lakh only), as per the salary breakup in Annexure A. Salary will be paid monthly by bank transfer, subject to applicable deductions.

3. Probation: You will be on probation for six months. On satisfactory completion your employment will be confirmed in writing. The probation may be extended if required.

4. Working hours and leave: Your working hours will be 9:30 am to 6:30 pm, Monday to Friday. You will be entitled to leave and holidays as per the company's leave policy and applicable law.

5. Notice period: After confirmation, either party may end this employment by giving one month written notice or salary in lieu of notice. During probation, the notice period will be as per company policy.

6. Confidentiality: You will keep all company, client and employee information confidential during and after your employment, and will return all company property when you leave.

7. Other terms: You will follow the company's policies and code of conduct as amended from time to time. This appointment is subject to verification of the documents and information you have provided.

Please sign and return the duplicate copy of this letter as a token of your acceptance. We welcome you to Northwind Solutions Pvt. Ltd. and wish you a rewarding career with us.

Yours sincerely,

For Northwind Solutions Pvt. Ltd.

Anita Desai
HR Manager

I have read and understood the above terms and accept them.

Signature: _____ Date: _____