GLAZE ROCKS PVT LTD

OFFER LETTER

Date: 5th November 2026

To,
Anita Rao,
12 MG Road, Pune 411001
Date of joining: 19th November 2026.
Role/Grade: .

Dear Anita,
We want to congratulate you on your Offer. We wish to inform you that we have gone through your resume and pleased to offer you position of on the following terms:

Salary

You will be entitled to an annual compensation of Rs. 6,50,000.00 per annum, comprising:

- Fixed Component: Rs. 54,166.67 per month (Fifty Four Thousand One Hundred Sixty Six Only)
- Payment of the variable component is subject to satisfactory performance and will be governed by the Company's applicable policy.

Your salary will be increased upon completion of three months of employment.

Training/Probation

You will be on probation for a period of three (3) months and may be confirmed as permanent employee upon successful completion of your probation based on satisfactory or up to the mark, the company has all rights to terminate you without any notice period during or after probation.

Contract Period and Notice Terms

During probation, either party may terminate employment with seven (7) days' notice or salary in lieu. After confirmation, either party may terminate employment with thirty (30) days' notice or salary in lieu. The company may terminate employment immediately in case of serious misconduct, fraud, negligence, or breach of confidentiality.

Confidential Agreement

Employee shall keep secret any data obtained from company. Employee should not use this data (source, drawing, software, technical or user documentation, business plans, design versions, information on clients and employees etc.) in his/her own interests both while working for company and after completion of tenure. Employees shall not disclose/divulge any information/documents related to the office or its work that may come in your knowledge during employment to any person or organization. Employee should not get engaged into any disputes or any activities which can spoil the reputation of the company.

Conflicts & Interests

You need to follow the NDA and obey all the rules and regulations. You need to devote time and attention to your duties with us.

Leave

Leave will be applicable as per company policy. During probation/training period you are not allowed to take more than two (2) days leave. For leave of more than 2 days you need prior approval of the Management.

Employment Status

Full-time.

Employee Handbook

Refer any applicable company policies or employee handbooks that the employee is expected to adhere to. Salary will be disbursed between the 1st to 10th of every month.

We hope the above terms and conditions should be taken care as these are highly sensible for company and can cause business loss to Company. In case of violation of any rule you will be terminated immediately.

All terms of appointment and details would be in appointment letter.

Warm regards,

Authorized Signatory
Glaze Rock Pvt Ltd
Date: 05/11/2026