



CHIPLINE

Offer Of Employment

Sunday, 25 January 2026

Dear Shalini Sharon,

With reference to your responsibility and your talent we have seen on you, we are pleased to appoint you as **Secretary** in our organization on the following terms and conditions.

Date of Joining: You will receive your joining letter soon once we prepare immersive infrastructure and we allot a perfect seat just for you.

Salary: Your Annual Total Employment Cost to the company will be discussed one month before the joining date.

Place/Transfer: Your present place of work will be Remote as we have some development plans ahead, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Staff Code: AC002S

Probation/Confirmation: You will not be on a Probation period for the Six months like others. Based on your performance your services will be promoted with the company in written after six months.

During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation. You can directly reach out to your manager or you can apply on employee portal.

Reporting: During the tenure, you will be reporting to Stanley Ponraj and your HR partner will be Varsha Priyadharshni. We look forward to welcoming you to Chipline.

Primary Team: Management

Department: Executive

Benefits: As a full-time employee, you will be eligible to participate in Chipline's comprehensive benefits program which includes paid holidays and vacations with our team. If you're re-joining Chipline within two years of your departure, you may be eligible for credit for previous time worked at Chipline or a Chipline-designated affiliate.

- You will be given one week of paid leave with food and accommodation for you and your family of one spouse and children until you settle down in new place. The accommodation will be allotted based on the availability and food can be of employee's choice.
- We offer you our vehicle in accordance to your driving history for all your transportation needs throughout your working tenure with Chipline.
- We are in local contact with NHS for providing free medical facilities for family and education for kids up to 16. We will help you with the necessary procedures (Bank opening, Medical assistance, etc) on-site, but please be informed that we will not involve in any tax declarations and other personal affairs.

This offer of employment is contingent on the following conditions.

- On the first day of your employment, and possibly from time to time thereafter, you must show proof of identity and legal right to work in India or UK as required by immigration law. If you are unable to provide documentation of your authorization to work in the designated country, Chipline may terminate your employment.
- Your insurance and all the travel documents are taken care of. But please be prepared of your personal records in case of your on site projects and appointments.
- Due to Indian Department of Commerce requirements, if you're not an Indian citizen, Indian permanent resident, political refugee, or a political asylum holder, you will be required to sign an assurance regarding obligations not to export controlled technical data or software to certain countries. If you're a citizen of a restricted country (as identified by the Department of Commerce), Chipline could be required to obtain an export license from the Department of Commerce. Chipline will work with you to obtain this license within a time limit established by Chipline. If for any reason Chipline doesn't receive a license within the established time frame, Chipline may terminate your employment.
- You must sign the Intellectual Property Agreement and return the signed agreement with this offer letter. Any exceptions or approvals required under the terms of the Intellectual Property Agreement must be approved by your division's vice president and Chipline's Legal Department prior to your beginning work.
- We follow strict employee concern policy and those who face difficulties in work or work-life balance, you can directly reach out to our CEO in the employee portal.
- We believe that every employee should use good judgment and exercise uncompromising integrity when conducting Chipline business. By accepting this offer, you acknowledge that you have received and read Chipline's Business Conduct Policy and that you agree to comply with its terms.

- You must receive a satisfactory background check in accordance with Chipline policy.

If any of the above conditions are not satisfied, Chipline may withdraw this offer of employment.

Your employment relationship with Chipline will be at will. This means that either you or Chipline may terminate the employment relationship at any time and for any or no reason with or without notice.

Your employment will be governed by and interpreted under Indian Laws, without regard to conflict of law principles.

By signing this letter, you agree that these are the only terms and conditions of your employment and acknowledge that you have not relied upon any other promises or representations, except those made in this letter.

This offer of employment is valid until you receive your Joining Letter from us. We will provide you adequate time for you to shift from your current employer to us.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost &

Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

9. Your ID card will be issued once you get your induction and welcome mail attached with your joining letter. Keep your employee ID handy and include it in all your email conversations.

Please use our Chipline employee portal received in your email for your records. Your data will be safe with us and will not be shared externally. Be sure to retain copies for your personal records.

We welcome you to The Chipline family and look forward to a fruitful collaboration.

With best wishes,
Chipline Managing team,



Stanley Ponraj (On behalf of Chipline),
CEO & Founder,
Chipline Technologies International,
UK | USA | India



Verify your document

Adobe Spark

Chipline Technologies is a company incorporated in **England and Wales** with company number **16971416**

Incorporated in India with company number **ABC - 9847**