

OFFER OF EMPLOYMENT (Strictly Confidential)

To
Shweta Rajale
Sangamner

21.02.2017

Dear *Shweta*

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of *Business Development Analyst - To access* under probation in our company.

You will be on probation for a period of six months and confirmed after successful completion of training & probation. Your probation is liable to be extended by a further period of three months or part thereof at the discretion of the Management.

During the period of probation, if your performance is not satisfactory, your services are liable to be terminated without notice.

You will be required to execute a Service Agreement as undertaking to serve our Organization for a minimum period of two years from the date of your joining. The Service Agreement should be submitted to the HR as per the required format with the necessary supporting documents on or before *27.02.2017*, failing which your offer will be cancelled.

You shall be governed by the rules and regulations of the company at all times without exception. You shall be eligible for all statutory provisions according to the laws in force from time to time. This offer is subject to successful completion of the course. As already accepted during the final interview you are required to furnish us a Bank Guarantee for 2 yrs for a sum of Rs. 1,00,000 (Rupee One Lakh only).

Report to the HR for completion of the necessary formalities along with the following on or before *27.02.2017*.

1. Service Agreement Document
2. Bank Guarantee
3. Four passport size photographs
4. ID proof & Address proof (Aadhar card & PAN card - both self attested)
5. Photocopies of Certificate in support of Academic / Technical / Educational Qualification along with originals for verification.

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Dear Mr. Raj, your attention is drawn to the following:

EARNINGS	Salary Break-up - Month		
	INR	Deductions	INR
Basic	11,700.00	Employer & Employee Provident Fund	2,808.00
House Rent Allowance	7,800.00		
Employee Provident Fund	1,404.00		
Total Earnings	20,904.00	Total Deductions	2,808.00
Net Salary			18,096.00

We are pleased to inform you that you are entitled for free drop facility after your working hours and also to free food during your working hours. This letter has been issued in duplicate. Please sign and return the duplicate as acknowledgment that you have read, understood and accepted the same.

Yours sincerely,



A. N. Raj
Vice President - Operations.



Acknowledgement

I hereby acknowledge the receipt of the letter and contain my acceptance. As acknowledgment will be obtained and the necessary documents will be submitted to the concerned authorities. The necessary action can be taken accordingly.

Signature of Acceptance:


21/02/2017