

OFFER LETTER

Date: 02 March 2020

Dear,

PRASHAN PUNJA NEHE.

Greetings from **Leena Automotive India Pvt. Ltd.**

Following your acceptance of the job offer letter, we would like to confirm your appointment with **Leena Automotive India Pvt. Ltd** as a **NSE (Neev Sales Executive)**

Your employment is being subject to the terms and conditions listed below:

Joinning Date:

Your starting date is 02 March 2020

Work Timings

Your work timings are from 9 AM to 6 PM, Monday to Saturday.

Probation Period

You will be on a probation period for the first six months. Upon successfully completing the probation period, your employment will become of a confirm status.

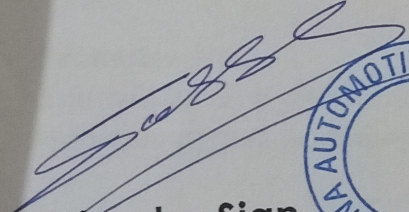
Annual Leave

you are entitled to 8 days (6 Request leaves + 2 sick leaves) of paid leave per year after completion of 3 years in the company.

Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

Terms & Conditions:

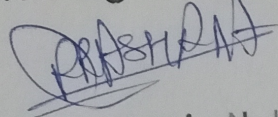
1. Daily Location on Group Time 9.00 AM, After 9.00 AM Will be Late Mark/absentee Mark
2. Update Day To Day Daily Planning On Group.
3. Leave Application Approve Before Two Day from Admin. Without Permission any one take leave as per rules & regulation Two Days Absentee Without inform.
4. Weekly meeting at showroom Every Saturday.
5. After joining 6 month do not discontinue & before discontinue give 1 month notice period and Mail resign letter then resign you.
6. Uniform & I Card is Compulsory. Without uniform Fine Rs. 200.00 per Day.
7. Documents. With Joining Letter.
 - A. Aadhar Card Xerox
 - B. Pan Card Xerox
 - C. Passport Size Photo 2
 - D. Resume Xerox Copy
 - E. Bank passbook Xerox


Director Sign



Leena Automotive India Pvt. Ltd.

Staff Sign / Date


Prashant Punja Nehe