

## DOLLAR ADVISORY & FINANCIAL SERVICES

DAFS/2018-19/HR/LOI- Sales

Date: 14-10-2018

### Letter of Intent

To,

Navin Bharad Sutpute  
Sangamner

We are pleased to offer you the position of **Business Analyst** in **Sales** department with our **Sales Division**. The place of posting will be **Dollar Advisory & Financial Services**, Indore. We look forward to a long term association along with this offer of employment.

**An Appointment letter would be given once you have completed your Probation period.**

- Join DAFS on or before 1<sup>st</sup> July 2019.
- Gross Monthly package will be Rs. **28500/-** which includes KPI **2000/-**, Attendance Allowance **1000/-**, Performance & Special allowance **13000/-**, Cash Incentive **2675/-**, Employer's Provident Fund Contribution **780/-** & ESIC **545/-** as agreed upon and documented.

**On completion of successful year with us, you will receive "Yearly Bonus".**

On joining you would be serving a training period as applicable to your level and then you will be on Probation for Three (3) months. Performance allowance and special allowance earned (if sales target of Rs. 130000/- completed) during probation period will be paid along with 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> month's salary respectively. If your services are found to be satisfactory, your employment with DAFS will be deemed to be confirmed, unless you are informed in writing otherwise. Upon which you would be eligible for all benefits as per organization's standing order from time to time. Dollar Advisory & Financial Services reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

#### **Separation:**

You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'relieving certificate' and 'experience certificate'. During Probation Period your services shall be terminated on the disciplinary, non performance or non adherence of the rules and policies of the organization. Dollar Advisory & Financial Services shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the originals and copies of following testimonials. This is mandatory for completing your joining and authentication process with **Dollar Advisory & Financial Services**.

1. Educational testimonials (Certificates and Mark sheets) – One Set
2. Salary proof – One Set
3. Experience certificates including relieving letter from your last organization – One Set
4. ID Proof – Two Sets
5. Address Proof – Two Sets
6. Passport Photographs – Four Nos. (Color)

For Dollar Advisory & Financial Services

Agreed

Team HR

Navin Sutpute