

## **OFFER LETTER**

Date: 15/12/2017

Name: SUMAN KANTHIA

We are pleased to offer you the position of Assistant Sales Manager in our organization. Following are the detailed conditions of your employment.

### **1. Workplace Induction & Training:**

Induction to the position, the workplace environment and workplace procedures and policies will be provided. Induction location will be intimated to you at the time of your joining.

Duration: 3-4 Days

### **2. Job Location: (will be intimated shortly)**

After completion of induction & training you are required to commence work immediately at the given job location. Hence, you are required to bring along the **mandatory documents/items** at the time of Induction and Training itself. (*\*Job location mentioned is not permanent and may vary at any given period according to the market scenario.*)

(*\*Refer to serial no. 6 for List of Mandatory documents/items*)

### **3. Probation:**

You will be on probation for a period of 3 months respectively with the following fixed remuneration:

1<sup>st</sup> Month: Rs. 10,000/-

2<sup>nd</sup> Month: Rs. 15,000/-

3<sup>rd</sup> Month: Rs. 20,000/-

### **4. Salary:**

Your Salary will be **3.60 lacs** (2.4 LPA fixed + Variable) annually, paid in accordance with the organization's payroll procedures, which will commence from the 4<sup>th</sup> Month that is after the completion of Probation period.

Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060

Ph: 020 26835443



**5. Target:**

The target for each month will be communicated at the time of Induction and Training.

**6. List of Mandatory documents/items:**

- a. Recent photographs – 2 Passport Size
- b. Aadhar Card
- c. Pan Card
- d. Laptop
- e. Smart phone- Android or iOS only.
- f. Bike (**at the job location only**)
- g. Valid Driving License copy
- h. Helmet (**at the job location only**)
- i. Vehicle registration copy
- j. PUC copy
- k. Character certificate from Training and Placement Department of your institution  
(\*Note: if the mandatory items are not carried at the time of training/ job location, the employee will not be entertained)

**7.** An amount of Rs. 1000/- to be paid at the time of Training as a security, which will be refunded in the third months' salary.

**8.** Formal appointment letter will be issued after the acceptance of this offer letter within a week of joining.

*Please return the duplicate copy of this letter, duly signed on the email id that is [hr@appealgroup.in](mailto:hr@appealgroup.in) in token of your acceptance.*

*Should you have any questions regarding this offer, please feel free to contact us.*

**For Appeal Qualiserve Employee Name: Signature:**



**Sangvika Rajvanshi**  
**HR and Business Coordinator**

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