

Emp. id -AWS4389

Date- 11/07/2024

## Appointment Letter

To

Dear Mr. Narender,  
Add- , Vill Nara Panipat  
Haryana 132113

This has reference to your application & subsequent interview you had with us; we are pleased to inform you that you have been selected for the post of **District Manager** in product AWS Next Step Pvt. Ltd for the **District Karnal State Haryana, India**, upon the terms & conditions mutually discussed and agreed upon.

The breakup of the consolidated CTC as agreed upon is annexed here to for your reference. Your Reporting Manager Mr. Mukesh Kumar so you can co-ordinate with them. You are requested to join your duties on **12th July 2024**.

This offer letter stands withdrawn if you do not join by the due date and contact Mr. Mukesh Kumar for Joining Formalities. Your CTC per month will be Annexure. 1.1,

You will be on probation of for six months with effect from the date of your joining.

The period of probation however may vary depending on your performance and as per the discretion of the management. After successful completion of the probation period, your services will be confirmed in the organization subject to the requirement of the Company.

You are requested to send us the following documents along with the copy of this Offer Letter duly signed by you as a token of your acceptance at the time of joining to enable us to complete your personal records.

Please note that at the beginning of the month you have to decide target for yourself for the month and your performance & salary will be decided on the basis of target achieved by you. Please note that revenue generated by you during the month should not be less than the salary drawn by you. In case revenue is below your salary then your salary will be reduced proportionately.

- 1) Educational qualification certificates - Photocopies duly self-attested
- 2) All technical & professional certificates – Photocopies duly self-attested.
- 3) Recent passport size photograph (Six copies)
- 4) Copies of all employment certificates, as mentioned in your bio- data/application
- 5) Copy of last pay slip/Salary break-up signed by previous employer.
- 6) Experience & Relieving Certificate from previous employer.
- 7) ID Proof (Pan Card/Driving License/Photo ID with Name & Address) duly self-attested

This offer of employment is subject to the satisfactory reference checks and verification of documents. During the reference check, if any information provided by you in Application Form/Interview is found to be incorrect/false, the Company reserves the right to withdraw this offer without further notice.

This arrangement can be terminated by the Company at any time without assigning any reason in case your performance is not satisfactory, for which the decision of the company is final. You also can leave at any time upon giving one month notice or one month salary as liquidated damages in case where no notice is served. A formal appointment letter shall be given to you in due course after your joining and after submission of all the required documents. Kindly confirm your acceptance of the offer via a return mail.

We take this opportunity to welcome you in our organization and look forward to a long and mutually beneficial association.

**Offer Acceptance**

I have Read The above terms and conditions of the offer of appointment and here by accept the offer .

Sign : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_



## Salary Details

### Annexure. 1.1-

Employee ID	AWS4389
Candidate Name	Mr. Narender
Work Location	Karnal Haryana India
Department	Fintech Sales

Description	Monthly	Annual
Basic	14000	168000
House Rent Allowance	7000	84000
Special Allowance	4130	49560
Statutory Bonus	500	6000
Conveyance Allowances	3000	36000
Medical Allowances	1250	15000
<b>Gross Salary</b>	<b>29880</b>	<b>358560</b>
<b>Employee Contribution</b>		
PF @ 12 %	1680	20160
ESIC @ 0.75 %		0
Professional Tax	200	2400
<b>Take Home</b>	<b>28000</b>	<b>336000</b>
<b>Employer Contribution</b>		
PF @ 12 %	1680	20160
ESIC @ 3.25%		0
Insurance		
<b>CTC</b>	<b>29680</b>	<b>356160</b>

\* Incometax deductions, if applicable, will be as per the IncomeTax Act, 1961.

\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable.

\* You will also be eligible for an Onfield allowance, conditions and value for it, would depend upon the project assigned.

Note : This statement is only for the purpose of information and is illustrative in nature