

Ref No:-8094600314

Date:-06 February 2020

**OFFER LETTER**

To,

Name: Mr. Gunjan Tewari Negi.

Father's Name: Mr. P.P.Tewari/Ajay Negi.

Address : Flat 101, jacket golden enclave, kanti Chandra road, bani park, Jaipur (Rajasthan) 302016.

Mob: +918094600314

Email Id: [gunjan.negi@yahoo.co.in](mailto:gunjan.negi@yahoo.co.in)

Sub: - Offer for the Employment.

Dear Mr. Gunjan Tewari Negi,

This has reference to your application and subsequent interview you had with us at our Office. We are now pleased to offer you the position of **Assistant Regional Sales Manager** on the terms and conditions discussed with you personally and agreed by you.

1. Your position will be of Assistant Regional Sales Manager.
2. Your probation period is only for Three Month with 15 days Initial Trail.
3. Your joining will be from Date:06 February 2020.
4. Your salary will be Rs. **100000/-** per month
5. Your Target will be sell **12** Franchise In **3** month.
6. It is mandatory to send daily DSR report. If we don't receive DSR for continuous 3 working days, then you will be automatically terminated from the services with us.(mail your daily DSR on – [hrlouis.ho@gmail.com](mailto:hrlouis.ho@gmail.com))
7. Your Letter of Appointment will be given after Successfully Completion Of your trial period of 15 days.
8. Your Letter of confirmation will be given after the subsequent round of interview with higher authority at our Head Office. And after successful completion of your Probation Period.

Please submit the self-attested copies of following original documents for our verification:

- Certificate pertaining to your professional /Educational Qualification.
- 10<sup>th</sup> mark sheet & Certificate
- 12<sup>th</sup> mark sheet
- Graduation mark sheet
- Relevant experience certificate.
- Previous companies Offer Letter
- Previous Companies Experience Letter
- Salary Slip of Previous Companies
- Bank Statement
- 2 Passport size photograph at the time of joining.
- PAN card & Voter ID Card
- Driving license
- Aadhar Card/Passport
- Electricity Bill & Water Bill
- Gas bill & Telephone bill
- Rent agreement
- Blank Cheque with signature for security purpose
- PCC (Police Clearance Certificate)

This offer of appointment is subject to satisfactory verification of antecedents.

Kindly sign and return the duplicate copy of this letter in taken of your acceptance of the above. Wishing the entire best, we welcome you at our organization.

## Terms & Conditions:

- Your job will be to work individually & through team both.
- Your Office timing is 9:30.am. It is compulsory to be at office or SMS your daily plan by 10:00am to your Reporting Manager.
- It is compulsory to send the Daily Sales Report on [hrlouis.ho@gmail.com](mailto:hrlouis.ho@gmail.com) (Rinal Patel - HR Head)
- You must be formally dressed in office hours.
- You have to follow the company rules.
- You will select your candidate & train your candidate according to the company requirement.
- You instruct & guide your team and take results through them as informed by HR department.
- You will be responsible for you or your team targets as informed by HR department.
- You will send the salary details of your team to HR HEAD at the end of the month.
- Head Office once at end of month.
- Your salary will be calculated from 01st to 01st and you will collect your salary from your Reporting Manager or HR-Head on 10th of every month.
- If you leave the company because of any reason within 15 days, then company will not pay you anything.
- You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.
- Please return the enclosed copy duly signed as a token of your acceptance of the letter or emails us your acceptance of the letter from your registered email id with us.

## Note :-

Your salary will be released as per below mention parameter:-

1. 1st month - Individual Target 2 Franchise
2. 2nd month -You and your Team Target 4 Franchise
3. 3rd month - You and your team Target 6 Franchise
4. If you will fail to sell franchise in a month (No sell in a month), then company will not liable to pay any salary.

If you achieved the target as per given by the company with in a limit, then Company will allow you from next month and will make you **Regional Sales Manager** and will also give you a team with separate office to handle. Where you will be the whole sole Manager of the Branch and you will get new Target from Company and complete you Branch Targets with your Team.

**If any franchise get finalized, you have to complete the below mentioned Documents.**

- Agreement should be completely filled-up.
- Agreement must be signed by other party.
- Proposal Form must be completely filled-up.
- Cheque must be completely filled-up.
- Complete documents must be availed.
- Any material (Franchise KIT, Shipment) to be given to franchise will be sent to Head Office First.

If we found any guilt in above mentioned terms & condition, then you will be penalized or may be terminated from your services with **Southland Retail Private Limited**

Thanking You,  
Yours faithfully

**Ms. Rinal Patel**



**HR Head**

**Southland Retail Private Limited**

Address C-50 2nd Floor Sector 65 Noida,  
201307 Uttar Pradesh IN

Email ID: [hr@louis-ho@gmail.com](mailto:hr@louis-ho@gmail.com)  
[hr@louis-salon.com](mailto:hr@louis-salon.com)  
Web : [www.louis-salon.com](http://www.louis-salon.com)  
Mob. No: +91-9871149614

## Employee Acceptance Letter

I agree to the terms hereof and acknowledge I have received the **Assistant Regional Sales Manager Offer Letter** and all its contents.

Signature.

- Employee Name: \_\_\_\_\_
- Accepted \_\_\_\_\_(Signature)
- Designation: Assistant Regional Sales Manager
- Date: 06 February 2020