**Date: ${TodayDate}**

Dear ${FirstName},

It is our great pleasure to send you this offer letter to work as a **${Designation}** at our organization, **Infinium Global Research LLP.** With reference to your prior work with our company, we are pleased to extend this offer for you to continue working in the company on the following terms and conditions:

**1. Date of Appointment**

Your role as a ${Designation} will begin with effect from **${JoningDate}**.

**2. Remuneration**

You will be entitled to receive Rs. ${GrossSalary} per month as Gross Salary, which will undergo PF, PT and ESIC deductions (subject to government policies and appliances). You will be paid directly through the company bank account.

Salary Breakup:

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Monthly (INR)** | **Annually (INR)** |
| Basic Pay | ${BasicPay} | ${AnnualBasicPay} |
| House Rent Allowance | ${BasicHRA} | ${AnnualHRA} |
| Other Allowances | ${BasicOther} | ${AnnualOther} |
| **Total Gross Salary** | ${GrossSalary} | ${AnnualGross} |
| **Deductions** | | |
| (-) Professional Tax | ${EmpProfTax} | ${EmpAnnualProfTax} |
| (-) Provident Fund | ${ProvidentFund} | ${AnnualPFund} |
| (-) Employee State Insurance (ESIC) | ${EmpESIC} | ${AnnualEmpESIC} |
| **Net Earnings** | ${NetSalary} | ${AnnualNetSalary} |
| **Employer Contribution** | | |
| Employees Provident Fund | ${EmplyPF} | ${AnnualEmplyPF} |
| Employee State Insurance (ESIC) | ${EmplyESIC} | ${AnnualEmplyESIC} |
| Other | ${EmplyOther} | ${AnnualEmplyOther} |
| **Package (CTC)** | ${MonthCTC} | ${AnnualCTC} |

**3. Salary Increment After the Appraisal and Performance Assessment**

You will be confirmed in your appointment on a salary increment, based on your performance, plus other admissible allowances and contributory provident funds during the appraisal month of the company. If you are not found suitable for the job, your appointment will be terminated at the discretion of the company and in case of such termination, you will have no right or claim against the company.

**4. Job Description**

Your job description will be to work on the company’s sales and marketing projects. We expect you to display good performance in your job with accuracy and precision. Training shall be provided to you on the job (virtually or in person, depending upon the situation). You have to report to the Director of Marketing and Accounts regarding the status of your work and assignments. The following shall be your job roles and duties:

* Attracting new clients by getting outbound prospects for the business
* Build and maintain relationships with clients and prospects
* Negotiating good deals with clients
* Working towards monthly targets
* Collect and maintain database records of information and prepare sales reports
* Build connections and maintain professional networks
* Prepare and deliver pitches to potential clients

**5. Work Schedule**

The standard working hours for your job position are 10 am to 7 pm, Monday to Friday. The working hours might occasionally differ.

**6. Leaves**

You will be eligible for 18 days of paid vacation leave per year (1.5 days per month) after completion of the 6 months’ probation period. Paid time off is additional to national holidays and days that the company does not operate.

**7. Standing Orders**

You shall abide by the terms and conditions of the management and the rules of the company from time to time.

**8. To Obey Orders and Directions of the Manager**

You shall follow the orders and directions of your manager and other directors of the company.

**9. Conflict of Interest Policy**

While you are employed at this Company, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this offer letter, you confirm that you have no contractual commitments or other legal involvements that would prevent you from fulfilling your obligations for the Company.

**10. Termination Conditions**

Upon confirmation, your employment in the company may be terminated either by you or the company by serving one month's notice or one month's salary in lieu thereof.

However, the Company shall have the right to terminate your employment without intimation for any misconduct or for any reason including, but not limited to for cause, unsatisfactory performance, and lack of funds, reorganization or elimination of the position, without being entitled to paying the outstanding one month's salary.

**11. Interpretation, Amendment and Enforcement**

This letter agreement supersedes any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitutes the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a rightfully authorized director of the Company.

We are very happy to send you this offer letter for the job mentioned above. You are requested to go through it and send us a copy with your signature attached to show your acceptance of our job offer. We are happily waiting to receive your acceptance.

By signing this letter, you agree to abide by the rules and points stated above.

