



**Dear Mr. Manoj P,**

Warm congratulations! We are thrilled to extend a formal offer for the position of **Assistant Store Manager at Suitor Guy, Thrissur.**

**Overview:**

- |                 |  |
|-----------------|--|
| - Position      | : Assistant Store Manager                        |
| - Start Date    | : To be mutually agreed upon                     |
| - Reporting to  | : Cluster Manager                                |
| - Joining Date  | : On or before September 10 <sup>th</sup> , 2025 |
| - Basic Salary  | : 29000/-  |
| - Work Location | : Thrissur                                       |

Please find the detailed terms and conditions attached. Your prompt response by **02/10/2025** is appreciated.

If you have any questions or require further clarification, feel free to reach out to 7593838720.

We're excited about having you on board!

**Best Regards,**

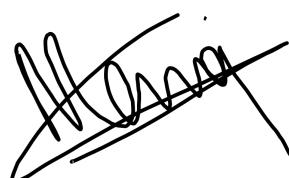
**HR Manager**

**Suitor Guy**

## Summary of terms and conditions

- You will be working on a probation period for 3 months. During this period, either party may terminate the employment without notice or with a shorter notice period of 7 days, based on performance, conduct, or suitability for the role.
- You are expected to strictly adhere to the respective store timing.
- You are not permitted to work in any other organization or take up freelancing during your employment with us.
- As and when it requires, you must be willing to travel within Kerala for training or operational purposes.
- A sum of Rs.6000 will be deducted from your first month's salary as a refundable security deposit, which will be returned upon the successful completion of employment.
- All data and information related to the store and company operations are confidential. Any breach, including the communication of misinformation or unauthorized sharing of internal matters, will lead to immediate termination and legal action.
- At the time of joining, you must submit a copy of your SSLC / Plus Two / Graduation / Post-Graduation certificate, Aadhaar, valid ID proof, and bank account details.
- If you didn't work at least 6 months, the company is entitled to charge the uniform provided.
- Post probation, you are expected to complete a minimum of 1 year of service. Early resignation may lead to recovery of costs for joining formalities, training, and uniforms.
- If you leave before completing 6 months, the company is entitled to recover the cost of uniforms issued to you.
- Upon confirmation, a 2-month notice period is required for resignation. Failure to serve the notice period may result in withholding of dues and potential legal action.
- Any act of misconduct, indiscipline, spreading of false information, or behavior damaging to the company's interests may result in immediate termination, especially during probation.

I have read and accept the above mentioned terms and conditions.



**Signature**

 +917593838720

 hr.rootments@gmail.com

We are thrilled to welcome you to the Suitor guy family! We're excited to have you on board and look forward to the passion, professionalism, and creativity you'll bring to your role. At suitor guy, we pride ourselves on delivering a premium, elegant experience to our customers—especially when it comes to weddings and special occasions. As a representative of our brand, your appearance, grooming, and conduct directly reflect the values we uphold.

### Grooming Standards

- To maintain a high standard of presentation:
- Personal hygiene is essential—daily grooming, neat appearance, and use of mild deodorant is expected.
- Hair must be clean and neatly styled. Long hair should be tied back.
- Beards must be clean-shaven or neatly trimmed.
- Hands and nails must be clean and well-maintained.
- Jewelry should be minimal and not distracting (e.g., small studs, simple watches).
- Strong perfumes, flashy accessories, and overly casual or distracting styles should be avoided.
- Tattoos should be covered if possible, especially if they may be deemed unprofessional or offensive.

### Uniform Guidelines

- You will be provided with official company uniforms. Please ensure:
- Uniforms are worn daily, are clean, ironed, and well-maintained.
- Only wear black shirt, black pant, black shoe, and black sock during your training period.
- Shoes must be clean, polished, and appropriate to the work environment
- Official uniform will be provided after successful training and are mandatory thereafter
- Your name badge must be worn at all times during duty hours.
- Uniform replacements must be requested if worn out or damaged.

### Start Your Day with These

**“The way you dress is the way you are addressed.”**

**Make every day count with your best look!**