

OFFER LETTER

(Name)

(Date)

(Address)

(Phone number)

Mail ID:

Dear (name),

Subject: Offer of Employment - (role)

We are delighted to offer you the position of **(role)** at **Plant Green Inertia Pvt. Ltd.** After a comprehensive evaluation of your skills and experience, we are confident that you will be an excellent fit for our team.

Position:

Location: Mount Road, Chennai.

Reporting To: Laven Lokesh Barani, Founder.

Compensation after Probation:

1. **Base Salary:** (amt) per annum
2. **Total Compensation:** (amt) per annum

[Probation: ₹10,000 for 10 weeks]

Key Responsibilities: (has to be customised)

- 1) As a **Digital Marketing Trainer**, you empower individuals with practical skills in SEO, social media, content strategy, and analytics through hands-on training.
- 2) In your role as a **Digital Marketing Associate**, you create engaging content, manage campaigns, and optimize performance, staying industry-active to share valuable, real-world insights with your trainees.

Terms and Conditions:

1. Final compensation payments will be processed upon completion of one full month of employment following your last working day.
2. A one-month notice period is required prior to resignation from the company.

To confirm your acceptance of this offer, please sign and return the enclosed copy of this letter . We are enthusiastic about the possibility of you joining our team and are confident that you will make a significant contribution to Plant Green Inertia Pvt. Ltd.

Please do not hesitate to reach out if you have any questions or require further clarification.

We look forward to your positive response.

Yours sincerely,

Laven Lokesh Barani

Founder of Plant Green Inertia Pvt. Ltd.

Acceptance of Offer

I,(name) , have reviewed and understood the terms and conditions outlined in this offer letter and hereby accept the position of **role** at Plant Green Inertia Pvt. Ltd.

(name)

Date: _____