**OFFER LETTER**

Date: 28th April , 2023

Dear Yamini,

Welcome to AUTO MECHANICS. We are pleased to offer you the position of **Recruiter** in our organization. The terms and conditions of the offer are given below: -

1. You are expected to join on 29th April, 2023 failing which we presume you do not have interest in pursuing a career with us. Accordingly, this offer will be withdrawn and treated as cancelled. The Business Hours begin 10:30 AM (IST) onwards.
2. You will be on probation for a period of one week. Based on your work’s assessment on completion of the one week, you will be confirmed or your probation will be extended if deemed necessary, at the company's discretion.
3. During this period or extension thereof, if any, your gross annual CTC will be INR. 3,00000/- and additionally you shall be eligible for monthly incentives which will be as per the Auto Mechanics’ incentive policy without capping on the maximum limit. The incentive amount would be calculated on the basis of revenue and sales generated by you.
4. Your salary will start after completing the probation period.
5. Confirmation does not result in an increase in salary and you would be covered under the yearly/half- yearly increment cycle as applicable to all employees.
6. This is not a regular letter of appointment but a letter of intent. The formal letter of appointment will be issued after clearing probation.
7. Please submit the following at the time of your joining: -

* A copy of the relieving letter from your present employer
* Documentary evidence of the last salary drawn
* Documentary evidence of the date of birth & Educational Qualifications
* Passport sized photographs
* PAN Card
* Aadhar Card
* Voter ID Card/ Passport/ Driving License
* Canceled Cheque/Bank Statement/Bank Passbook

**Note:** This offer is conditional on the verification of the information you provided during the previous conversations and interviews. This offer letter and/or subsequent employment status will be withdrawn with immediate effect if any of the details provided are found to be incorrect or fraudulent at any stage during your employment.

We once again would like to thank you for your interest in seeking a career with our organization and hope you will have a fruitful and successful career with us.

Yours sincerely,

Yamini sri,

Business Development Manager

Auto Mechanics