UFMS/HR/OL/2023 Date: 23rd September, 2023.

To

Mr.

**OFFER LETTER**

***We are pleased to inform you that, you have been appointed for the position of GENERAL MANAGER at our UFMS Organisation. We feel confident that you will contribute your skills and experience to the growth of the Organisation.***

***Salary:***

***As per the discussions, we are offering you the below mentioned Salary (with Break Up) and the remaining terms and conditions will be applicable as per the Norms of the Organisation.***

***Probationary Period:***

***The Probationary Period is SIX MONTHS from the date of Joining in the organization. After the Probationary period, the Appointment order will be issued to you with Terms & Conditions***

***Working Hours:***

***The working days to be followed by the employee, Monday to Saturday as per the allotted working timings and the Lunch Break should be 1.30pm to 2.15pm every day.***

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***Performance of Duties:***

***At the designated position (General Manager-Operations), you have to perform your duties with utmost care and fulfill the requirements of the organization. Should also lead the team with your experienced guidance and get the maximum output of the work from the team. Also should follow the reporting system as per the norms. Should always be communicative and should be available on calls. No flaws should be entertained. A Separate sheet of your duties & responsibilities is herewith enclosed for your information.***

***Leave Policy:***

***Your are eligible to get the following leaves during the Year (based on the joining dates.***

***ELs: 12***

***CLs:06***

***Notice Period:***

***If the employee is desired to leave the organization, should service a notice period of 30days as per the norms of the Organisation. And can be relived from the services based on all the clearances on all the issues from either side. Also the employees should surrender all the company belongings which you are hold during the working tenor.***

***Once again, we congratulate you on your appointment and assure you to get our support for your professional growth and development in our UFMS Organisation.***

***With Best Wishes***

***For UFMS***

***(K.Ramesh Kumar)***

***Manager Director***

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***Accepted the above Offer Letter.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signature of the Candidate***

***Roles & Responsibilities:***

1. ***You have to take care off All Operational activities both related Admin & Marketing.***
2. ***To get proper work schedules from the staff***
3. ***Daily Reporting system should be tracked***
4. ***Office Timings & Scheduled works should be tracked properly.***
5. ***Site Visits to be done & Proper communication to be maintained with all the sites***
6. ***New Market to be tapped at different segments***
7. ***See that, Trainings schedules to be planned properly & see that it can meet with result***