



19th February 2024

To,

Mr. Lungunlen Kipgen,
Churachandpur, Manipur-795128
M: 9366662928

Offer Letter

Dear Lungunlen,

With reference to your interview and subsequent discussions you had with us, we are hereby pleased to offer you the position of **"Guest Service Associate"** in our organization. You will be reporting to **Operations Manager**.

The terms & conditions of your appointment will be in line with those discussed and a detailed letter of appointment will be given to you after you join us.

We would appreciate it if you join on **1st March 2024** at 09:00 hours at the address mentioned below in **Formal attire**, after which our offer stands withdrawn, unless otherwise extended by the Management.

FORTY-SIX OUNCES
No.46, Electronics City,
Phase I, Hosur Road Bengaluru – 560 100

Please bring the following documents at the time of joining, along with all your originals for verification:

1. 2 Passport & 2 Stamp size Photograph.
2. ID Proofs (Aadhar Card, Pan Card Copy)
3. Age Proof & Residence Proof.
4. All your educational testimonials.
5. Relieving & Salary certificate of your last employer.
6. Experience Certificates of all your previous employers.
7. PF number from previous organization

Please return a copy of this letter duly signed as a token of your having accepted the same.

Yours faithfully,

For **FORTY-SIX OUNCES BREWGARDEN**

Elina Ojha
Human Resources



ANNEXURE
Salary Component

Lungunlen Kipgen		
Entity	FORTY-SIX OUNCES	
Job Band	JB 9	
Designation	Guest Service Associate	
Salary Components	Per Month	Per Annum
Basic + DA	13,031	1,56,372
HRA	2,405	28,860
Total - A (Gross Salary)	15,436	1,85,232
EPF- Company Contribution	1,564	18,768
CTC	17,000	2,04,000

- ❖ The Take Home Salary will be Gross Salary Minus 12% PF (Employee's Contribution).
- ❖ Monthly incentive /variable pay shall be paid at minimum of Rs. 3000/- per month OR higher amount based on the monthly performance of the business.

Elina Ojha
Human Resources

Raghu Nair
General Manager

Lungunlen Kipgen