



20<sup>th</sup> May 2024

To,

Mr. Naveen,  
M: 7505035943

**Offer Letter**

Dear **Naveen**,

With reference to your interview and subsequent discussions you had with us, we are hereby pleased to offer you the position of “**Commis I**” in our organization. You will be reporting to **Head Chef**.

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 **1<sup>st</sup> June 2024** at 09:00 hours at the address mentioned below in **Formal attire**, after which our offer stands withdrawn, unless otherwise extended by the Management.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**

Naveen		
Entity	FORTY-SIX OUNCES	
Job Band	JB 8	
Designation	Commis I	
Salary Components	Per Month	Per Annum
Basic + DA	15,000	1,80,000
HRA	6,000	72,000
Special Allowance	1,200	14,400
<b>Total - A (Gross Salary)</b>	<b>22,200</b>	<b>2,66,400</b>
EPF- Company Contribution	1,800	21,600
<b>CTC</b>	<b>24,000</b>	<b>2,88,000</b>

- ❖ 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**  
Chief Operating Officer

**Naveen**