

Name : Hem Kumar  
Passport Number : 567890456  
Nationality : IN  
Mobile Number : +91 9626998380  
Email : hk@gmail.com

Dear **Hem**,

On behalf of **Woodworks Interior Decoration L.L.C**, I am very pleased to offer you the position of a **Merchandiser** in United Arab Emirates I am confident that you will find working with **Woodworks Interior Decoration L.L.C** a rewarding and educational experience and an opportunity to grow your career. This offer letter clarifies and confirms the employment with the company.

**Start Date & Salary:**

Your employment with **Woodworks Interior Decoration L.L.C** shall commence on **28 February 2022** unless otherwise mutually agreed & shall continue in full force & effect for an indefinite period subject to approval of the Labor & immigration department and/or any other government authority as required. The starting salary will be **INR 5603456.00** per month as per the following structure:

Basic Salary INR 1681036.80 (one million six hundred and eighty-one thousand and thirty-six only)  
Accommodation Allowance INR 1681036.80 (one million six hundred and eighty-one thousand and thirty-six only)  
Other Allowance INR 2241382.40 (two million two hundred and forty-one thousand three hundred and eighty-two only)

Over & above your salary your entitled to:

- Sim card subscribed to a corporate mobile plan.
- Company car to execute assigned official duties.
- An allowance of INR XXX.XX towards fuel, salik & parking expenses.
- An allowance of INR XXX.XX towards car maintenance.
- An allowance of INR XXX.XX towards transportation expenses.
- Transport allowance applicable as per company policy.
- Shall be entitled to incentives on achieving sales target.
- (Customized Condition)

**Incentives:**

Based on your performance on the job, you shall be eligible for monthly incentives, in according with the company policy

**Job Responsibilities:**

- Collaborating with suppliers, manufacturers, and stores to ensure proper execution of plans.
- Creating and organizing promotions and advertising campaigns.
- Managing layout plans of store and maintain inventory of products.
- Present at the designated outlet, during stock receiving.
- Ensure that products appear in the right store, at the appropriate time and in the correct quantities.
- Managing the freshness of the products based on FIFO (first in first out) inventory management.
- Compliance with execution guidelines & journey plan adherence.
- Timely submission of reports i.e. Out of stock reports, plan-o-gram compliance, journey plan adherence, time in motion etc.
- Gathering information on market trends and customers' reactions to products.
- Perform other duties as assigned.

**Visa:**

All charges related to Visa, Medical, Emirates Identity Card will be paid by **Woodworks Interior Decoration L.L.C**

**Over Time:**

You would be employed in a professional capacity, and as such shall be expected to accomplish all tasks reasonably assigned, in whatever time as may be required for the performance of such tasks, without any additional remuneration for overtime.

**Probation Period:**

You are required to undergo a probationary period of six months, excluding period of unauthorized absence and/or sickness. During the probationary period, the notice period required to terminate employment by either party shall be 14 days (minimum 14 calendar days' notice) and without reason. Should the Employee wish to serve notice to terminate the Contract during the Probation in order to join another company in the UAE, the Employee will give the Employer at least 30 calendar days written notice.

**Return Air ticket:**

Upon completion of every two years' continuous service, you will be entitled to an air ticket between the UAE and your home country for self only, which shall be in accordance with the company policy guidelines.

**Medical Insurance:**

You shall be entitled to medical insurance in line with the Company's group medical insurance policy.

**Termination/Dismissal:**

**Woodworks Interior Decoration L.L.C** has the right at any time to immediately dismiss the Employee without notice or in lieu notice and without any benefits of whatsoever upon the occurrence of any of the following events:

- After Employee receives written notice of conduct, which is in violation of policies, standards and regulations of **Woodworks Interior Decoration L.L.C** as established from time to time, and after a reasonable period to correct the conduct, the Employee wilfully fails or refuses to comply, in a material manner, with the policies, standards, and regulations of **Woodworks Interior Decoration L.L.C**
- Employee engages in fraud, dishonesty, or any other act of material misconduct in the performance of Employee's duties behalf of the Firm.

Upon your successful completion of probation period, the notice period shall be 30 days. However, if Employee decides to terminate his employment with **Woodworks Interior Decoration L.L.C**, at his sole discretion, before the completion of one years of continuous service, Employee agrees to pay back the value of the training (Estimated amount of AED 6000.00)

**Code of Conduct:**

**Confidentiality of Information:**

You have a contractual responsibility to safeguard any confidential or sensitive information to which you will have access during your employment. You should not, during or after termination of your employment, disclose such information to any person within or outside **Woodworks Interior Decoration L.L.C**, except in a handover to colleagues who require such information in the proper course of their duties.

You should not make personal use of any confidential information which you have acquired in the course of your duties relating to client data, contracts, price calculations, designs etc. Also, any confidential information should not be used for the self-benefit or any other person.

**Outside Business / Employment / Services:**

You are not permitted to engage in any outside business/employment/committee membership/service during your employment with **Woodworks Interior Decoration L.L.C** irrespective of whether there is any reward or not.

It is required to use either a bike/car to execute the work assigned & the employee agrees to use his own bike/car to carry out the assigned duties

**Additional Provision**

The terms of your employment, if you accept this offer, will be defined by this offer letter. This contract supersedes any previous discussions or offers. Any additions or modifications would have to be in writing and signed by you and the Managing Director Sukaina Jagad of **Woodworks Interior Decoration L.L.C.** Your work location is transferable across the United Arab Emirates, based on business needs & requirements.

It is required to use either a bike/car to execute the work assigned & the employee agrees to use his own bike/car to carry out the assigned duties

**General:**

Please affirm your acceptance to the above by signing this contract and returning it to **Woodworks Interior Decoration L.L.C.**, on or before the **03 March 2022** upon which date this offer will expire.

We are very excited about your joining **Woodworks Interior Decoration L.L.C.** I hope that you will accept this offer and I look forward to a productive and mutually beneficial working relationship. Please let me know if I can answer any questions for you about any of the matters outlined in this letter.

Welcome aboard **Woodworks Interior Decoration L.L.C**

Sincerely,

\_\_\_\_\_  
Benito Seelan  
Human Resources  
Woodworks Interior Decoration L.L.C

---

**ACCEPTANCE**

I, **Hem Kumar** acknowledge I have read and agree to the terms and conditions set out in this Offer of Employment and accept this offer of a **Merchandiser** with **Woodworks Interior Decoration L.L.C.** Upon execution of this Offer of Employment, I understand and agree that this Offer of Employment shall constitute a formal contract of employment.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_