

Date: 15 March 2018

To
MNO SS DOSHI

Sub: Offer Letter for the Post of Management Trainee-Marketing.

Ms./Mr. MNO SS DOSHI,

With reference to your application and the subsequent interview you had with us, We will be pleased to appoint you as **Management Trainee-Marketing** from the date of **30 January 2018**. Your appointment is as per the rules and regulations applicable to the establishment and its employees in addition to the below mentioned terms and conditions.

1. **Probation Period:** You will be on Training Period for 3 Months followed by the Probation Period of 3 months from the date of appointment. Once you complete your Probation Period successfully governed by the rules and regulations mentioned in this letter and also If your performance is found to be satisfactory then the management will confirm your employment. Your probation period shall continue unless you are confirmed in the employment of the company in writing.
2. **Posting:** You will be posted at our **HC-Department**, Surat initially. Your services with the Company is transferrable, to any other department of the company, or to any branch or unit of the company or its sister concerns or subsidiaries either locally or at any other place in India or abroad whether in existence or may come into existence hereafter.
3. **Remuneration:** You will be paid at Rs. 15,000/- Month during your Training period, Once your training period is completed you will be paid at Rs. 15,000/- Month during your probation period as finalized with you during the interview and also as per the rules and regulations of the Company. Upon Successful completion of your probation period you will be entitled to receive the salary of Rs. 15,000/- Month governed by the rules and regulations of the organization till your next appraisal.
4. **Termination by Notice:** Your services/employment may be terminated at any time by giving one month's notice in writing or on payment of basic/consolidated salary in lieu thereof as liquidated damages.
5. **Confidentiality :** You will not, under any circumstances divulge or make public or make personal use of any information, knowledge, know how or other details provided to you or confided in you by the Company management or has come to your notice during the course of your employment with the Company.
6. **Reporting:** You will report to your superiors.

7. **Continuous Absence:** Absence continuously for a period of 10 days without leave or prior permission of/or intimation to the management would make you to lose your lien on this service and your services may be liable to serious disciplinary action including dismissal from the employment.
8. **Double Services/Employment:** You will not engage in any Services/Employment (with or without wages), whether full or part time without prior consent of the management, at any other place while you are in the services of this Company.
9. **Personal Data:** This appointment is based on the information given by you to us in your personal data form. In case any of the material/information found incorrect, it would amount to suppression or false details furnished to the Company. In that eventuality, the management shall have rights to take appropriate action including termination of your employment.
10. You also undertake to furnish the changes in your address, telephone numbers, E-Mail address time to time, failing which last available address with the Company will be final for all communication and correspondence.
11. You will be superannuated from the employment of the Company on attaining the age of 58 years as per records available with the Company.

The above terms and conditions are subject to revision from time to time as per the requirements of the Company.

If the above terms and conditions are acceptable to you, kindly sign the duplicate copy of this letter as a token of your acceptance within 2 days of this receipt.

Failure to communicate from your part regarding your appointment will ensure that your appointment stands automatically cancelled upon the expiry of the above mentioned period.

Yours Truly,



**Name: Nirav Mandir
Designation: CHCO**

**Consent of
the
Candidate,**

**Name:
MNO SS
DOSHI
Date:**