

15th May 2019

To,
Ms. Mansi Ghelani
4, Bharatdeep, -
Jin plot Dhrangadhra
Surendranagar district
Gujarat - 363310

Sub: Offer for the Position of "Assistant Manager - CRM"

Dear Ms. Ghelani,

This has reference to your application and subsequent discussion we had with you. We are pleased to offer you the position of "**Assistant Manager - CRM**" in our organization. Your job location will be at **Ahmedabad**. You will receive a detailed letter of appointment after you join the duties.

You are required to join the Company on or before **1st June, 2019**.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

We look forward to a mutually rewarding relationship.

For, Biotech Vision Care Pvt. Ltd.

for 

Swati Shah
Asst. General Manager – Human Resources

Note: Please submit the following documents at the time of Joining:

1. Copies of: Resignation acceptance and relieving letter of most recent company, relieving/ experience letter of all previous companies, salary slip of last 3 months;
2. Copies of: PAN Card, Passport, Driving License, Residence Proof (Permanent /Temporary), All Mark sheets from 10th onwards, and 5 recent pass port size photographs.

Acceptance of offer

I have understood the terms and conditions of this offer and I hereby accept the offer for the position of **Assistant Manager - CRM**. I will join my duties on _____.

Name:

Sign:

CORPORATE OFFICE

Name		Ms. Mansi Ghelani	
Designation		Assistant Manager - CRM	
Location		Ahmedabad	
	Cost to Company	480000	
S.No	Components	Amount (Per annum)	Amount (per month)
A	Basic	192000	16000
B	HRA	76800	6400
C	Allowances		
1	Transport Allowance	19200	1600
2	Medical Allowance	15000	1250
3	Education Allowance	2400	200
4	LTA	15994	1333
5	Uniform Allowance	2400	200
6	Other / Sp. Allowance	117173	9764
D	Gross Salary (A+B+C)	440967	36747
E	Ex - Gratia/Bonus	15994	1333
F	Employer's PF Contribution	23040	1920
	(E + F)	39034	3253
G	Cost to Company (per annum)	480000	40000

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