**Offer Letter**

Date: 27TH oct, 2018

**Mr. Riyaz Shaikh**

**Dist . Surat**

**State.Gujrat**

Dear Riyaz,

With reference to your application for employment in our company and the discussion we had in this regard, we are pleased to offer the role of **Business Development Executive** In consultancy Department. You will be posted at our corporate office and will report to consultancy head. Please report to our office on **28th october 2018** and contact HR & Admin Dept. to complete you’re joining procedure. Your Total Cost of Company details are attached in annexure to Offer Letter.

You target will be 2,00,000 as per ten times of your salary (20,000\*10) = 2,00,000, and if you will fail to achieve your target, company won’t payable any amount of salary to you.

Please along following documents on your Date of Joining:

* Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two

Copies)

* Original Academic Certificates (all from 10th to Highest)
* Relieving letter from previous employer (copy)
* Proof of compensation last drawn (3 Months - copy)
* 3 passport size photographs (Recent)
* 1 Cancelled Cheque of Savings Bank Account
* PAN Card
* Resident Proof
* Addhar Card

For Gurukul Training And Consultancy Riyaz Shaikh

Authorized Signatory

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| **Annexure** | | | | |
| Name : | Mr. Riyaz Saikh | | | |
| Designation : | Business Development Executive | | | |
| Department : | Sales | | | |
| Location : | Head Office – Surat | | | |
| DOJ : | 27.11.2018 | | | |
| **Sr. No.** | **Heads and Compensation** | | | **Monthly** |
| Part A | **Monthly Payments** | | |  |
| 1 | Basic | | | 18000 |
| Part B | Additional | | |  |
| 1 | Petrol Expenses | | | 1500 |
| 2 | Moblie Expenses | | | 500 |
|  | | | **COST TO THE COMPANY (Total A+B)** | 20000 | | |

**For.Gurukul Training And Consultancy. Riyaz Saikh**

**Authorized Signatory**