

Ref: HRD/LOI/2023/March

20-03-2023

To,

Mr. Arun Singh
H.No- 04, Kamla Nagar
Agra- U.P.-282005
Mobile No.91-9990603107
Mail ID:arun.creativity.mba@gmail.com

Subject: Employment Offer Letter

Dear Mr. Arun,

Congratulations!

It is with pleasure we inform you that you have been selected and you are offered the position of "Area Sales Representative".

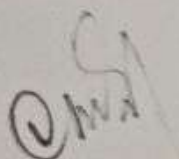
Your date of joining will be on or before 1st of April, 2023, failing which this offer will stand withdrawn and considered cancelled.

Your initial work location will be at M/s. Surami Impex Pvt. Ltd. Khasra No-553, Phatther Market Barola Main Dadri Road, Sector-49, Noida, Uttar Pradesh 201307. However, your services are transferable depending on business exigency.

Your Fix CTC (cost to company) will be Rs. 31,000/-per Month subject to statutory deduction, from time to time. Details of the same will be provided, when you are on-boarded. Your services will be on probation for 6 months after your joining and the further confirmation will be done after reviewing your performance.

As a token of your acceptance, you are requested to acknowledge and accept the offer letter via email at the time of receiving this employment offer letter. On the day of your joining you are please required to show the following original documents (which will be returned after verification on the same day) and a photocopy of:-

- All educational certificates,
- Resignation acceptance letter from the previous organization,
- Appointment letter / Service Experience certificate of all previous organizations served,
- 5 Passport size photographs with white background,
- Copy of Voter ID card/ Bank Statement/ Rent Agreement/ Passport/ Driving Licence
- Last 3 months Salary Slip
- PAN Card
- Aadhaar Card
- Blood Group



SURAMI IMPEX PVT. LTD.

Office : UGF 118, World Trade Centre, Babar Road, Connaught Place, Delhi, Central Delhi, Delhi, India-110001
Mob. : +91-6262627070 | Email : info@radonindia.com

In case you are not able to submit any of the above-mentioned documents on your date of joining, you are advised to submit the same within 7 days of joining, failing which, it may lead to cancellation of your appointment with our organization.

You agree that you will perform your duties with diligence and care. You will be required to maintain highest standard of integrity and will be required to comply with all company policies and procedures.

You will be governed by the rules of this company (which may be amended from time to time) during the course of your employment.

During the course of your employment, you may learn or acquire information which is confidential or proprietary of the company or its customers. As a condition of service during and even after your employment with us, you will not divulge any such information to a third party, without our written permission.


The organization reserves the right to conduct background/education/previous employment/Police Verification checks. In case there is any negative report against you which may be detrimental to the interest of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provision) on the grounds of "Misrepresentation of facts", without any notice or pay, in lieu.

Appointment letter will be issued to you after joining, consisting of all the terms and conditions which will be binding and final as well as a detailed break-up of salary & reporting structure.

We look forward to having a long relationship with you and hope that you will find working for M/s. Surami Impex Pvt. Ltd. a rewarding and a fulfilling experience.

Thanking You,

For Surami Impex Pvt. Ltd


Vinod Singh Negi
Manager HR
DECLARATION

(To be filled in block letter)

IS/O

R/o

Do hereby accept the above terms and conditions

Place:

(Signature of Candidate)

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