

Date : 08/04/2023
Mr. Vipul Mishra
Mo. No : 9301620196

SUB: APPOINTMENT LETTER

Dear **Mr. Vipul Mishra,**

With reference to your application and interview you had with us we have pleasure to appoint you with us on the following terms and conditions.

01. DESIGNATION

You will be designated as **Regional Sales Manager.**

Your working area will be **Madhya pradesh.**

You shall be paid gross amount of **Rs.60,000/- per month.**

Your joining date will be **on or before 15/04/2023.**

You will be on probation for the first six month from the date of joining. During the probation period, management reserves the right to terminate this appointment without giving any notice or assigning any reason thereof.

02. PROBATION

Subsequent to satisfactory working, you will initially be on probation for a period of six month, which may be extended or reduced (if extended / reduce we give you a written confirmation) at this sole discretion of the management.

03. PURPOSE OF SECURITY CHECK

At the time of joining, you have to submit two security checks as per company policy. You have to only work with our company. If Company Management finds out that you are also working with another Company then, Management reserves the right to terminate this appointment without notice. And if you knowingly commit fraud of any kind with your acquaintance, the loss has to be reimbursed by the executive.

04. NOTICE PERIOD CLAUSE

If the employee desire to leave the company, he/she needs to serve the notice period as per stated by the present company in the appointment letter.

05. DAILY VISIT REPORT

We will be working on application called "Field sense" for easy and better communication. Employee needs to submit daily visit report, daily sales plan, attendance report, orders to the management.

