

Date: 15-02-2024

anandu

kerla kerla Kerala Pin Code 28878787

Re : Offer for the post of **Administrator**

Dear **anandu**

We are pleased to make an offer to you on behalf of CPM India Sales & Marketing Pvt Ltd.

for the position of **Administrator**

The Position carries CTC salary of Rs. **903600**

In event of your resignation or termination of services; either side will have to give **30** notice or salary in lieu thereof.

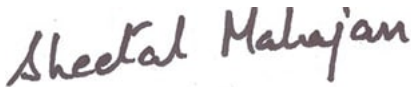
Your appointment will be subject to your furnishing the following documents and verification of the same

1. Proof of educational qualification.
2. Proof of experience.
3. Proof of Date of Birth.
4. Passport size photographs (3 Nos.).
5. Copy of PAN Card.
6. Scanned / Photocopy of a cheque of the existing Bank Account.
7. Copy of AadhaarCard.

Kindly sign and return the duplicate copy of this letter.

We expect you to join your duties on **01/02/2024**

You shall be on a probation period of **60** day's with the Company.



With best wishes

For CPM India Sales & Marketing Pvt Ltd.

Acceptance of the offer letter:

I will be able to join from

Name

Signature

Date

Name anandu
Designation Administrator
Location kerla
W.E.F 01/02/2024

Earning	
Basic	22000
CCA	3000
Special Allowance	20000
HRA	30000
Total Earning	75000

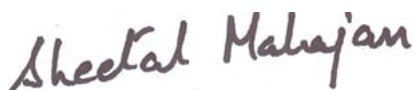
Deduction	
Total Deduction	0

Net Take Home	75264
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Statutory Benefit	
Statutory Benefit Provident Fund(Employer share)	0
ESI(Employer share)	0
Sub Total	0
Gross Monthly Salary	75300

Cost to the Company	75300
Annual Cost to the Company	903600

Mobile Recharge	300
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Sheetal Mahajan
Deputy General Manager – HR

anandu
Employee Signature