

**Date:** 08-12-2023

sachin

delhi delhi karnataka Pin Code 45678

**Re : Offer for the post of City Trainer**

Dear sachin

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

for the position of **City Trainer**

The Position carries CTC salary of Rs. **112836**

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

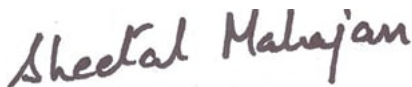
Your appointment will be subject to your furnishing the following documents and verification of the same

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 **15/08/2023**

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                      sachin  
Designation              City Trainer  
Location                  delhi  
W.E.F                      15/08/2023

Earning	
Special Allowance	3000
Petrol Allowance	2000
<b>Total Earning</b>	<b>5000</b>

Deduction	
PF	1080
<b>Total Deduction</b>	<b>1080</b>

<b>Net Take Home</b>	<b>6964</b>
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Statutory Benefit	
Statutory Benefit Provident Fund(Employer share)	2403
ESI(Employer share)	0
Sub Total	2403
<b>Gross Monthly Salary</b>	<b>7000</b>

<b>Cost to the Company</b>	<b>9403</b>
<b>Annual Cost to the Company</b>	<b>112836</b>

<b>Incentive Perf Linked(Monthly)</b>	<b>2000</b>
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*Sheetal Mahajan*

**Sheetal Mahajan**  
Deputy General Manager – HR

**sachin**  
Employee Signature