

**Date:** 21-03-2024

Sanjay

delhi delhi Delhi Pin Code 22444

**Re :** Offer for the post of **Promoter -HR**

Dear **Sanjay**

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

for the position of **Promoter -HR**

The Position carries CTC salary of Rs.

In event of your resignation or termination of services; either side will have to give **20** notice or salary in lieu thereof.

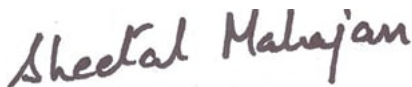
Your appointment will be subject to your furnishing the following documents and verification of the same

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 **22/03/2024**

You shall be on a probation period of **20** 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 Sanjay  
Designation Promoter -HR  
Location delhi  
W.E.F 22/03/2024

Earning	
Tigerw	2000
HRA	3000
<b>Total Earning</b>	<b>5000</b>

Deduction	
PF	null
<b>Total Deduction</b>	<b>0</b>

<b>Net Take Home</b>	<b>5200</b>
----------------------	-------------

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

<b>Cost to the Company</b>	<b>null</b>
<b>Annual Cost to the Company</b>	<b>null</b>

<b>Monthly Conveyance(Fixed)</b>	<b>2000</b>
----------------------------------	-------------



Sheetal Mahajan  
Deputy General Manager – HR

Sanjay  
Employee Signature