



TEXCUTIVE SERVICES PRIVATE LIMITED
Office-101, Omgurudev Plaza, Badi Bhamori
Near Vikram Urban, Indore,
Madhya Pradesh- 452010

OFFER LETTER

16th July, 2021

Ms. Viraj Raiput,

Sales Support
Indore, Madhya Pradesh.
India.

Sub: Offer Letter for the post of Sales Support - Indore, Madhya Pradesh.

Dear Viraj,

Texcutive is pleased to offer you the position of **Sales Support** in Sales Indore, Madhya Pradesh effective from **12th July, 2021**. We would like to make the following job offer and trust it will meet with your approval.

- 1) As a Sales Support, you will report to the Assistant Operation Manager - **Ms. Akanksha Sengar**.
- 2) The primary responsibilities for this position include:
 - Developing innovative sales strategies to increase sales within an assigned territory.
 - Analyzing sales and marketing data to determine the most effective sales and marketing techniques
 - Traveling throughout an assigned territory to train and guide company Sales Representatives.
 - Continually meeting or exceeding sales targets by persuading customers within an assigned territory to purchase company products and services.
 - Conducting surveys to better understand customer needs.
 - Attending trade shows to promote company products and services.
 - Distributor Management
- 3) The compensation for this position will be **One Lakh Ninty Two Thousand** will be reviewed annually. All payments are subject to statutory deductions, in accordance with legislation (i.e., Income tax, CPP, Employment Insurance).
 - Your training period is from 12th July, 2021 till 18th July, 2021. The continuation of the job will be based on the successful completion of training clauses.
- 4) This offer is applicable only when you submit all the documents
- 5) Your position is subject to a ninety (90) day training period during which your performance and suitability for employment will be evaluated. It is understood that the probationary period is designed to determine your suitability for continued employment by assessing your skills, performance and interpersonal relationships. It is also a time for you to assess Texcutive as your employer. Employment may be terminated at any time in this period without notice or pay in lieu of such notice.

You are required to maintain your Driver's License as a condition of employment. Should you lose your eligibility or fail to renew your licenses for any reason, your employment may be terminated.

You agree to abide by all current and future policies, rules and procedures established by Texcutive. Please feel free to ask for clarification for anything you are not sure of. Safety is a priority at Texcutive.



This offer will be interpreted and enforced in accordance with the laws of the India. This document constitutes the whole and entire agreement between yourself and Texcutive.

If you accept this offer of employment, please sign your name and date in the space indicated below and return it to me. This offer is open until 18th July, 2021.

Congratulations and welcome to Texcutive

Sincerely,
Dipshikha
Director Human Resource Management

SALARY ANNEXTURE

Salary Annexure				
<u>EARNINGS</u>			<u>DEDUCTIONS</u>	
Fixed	BASIC	76800	PF	0
	HRA	30720	ESI	0
	Special allowances	19200	LOANS/ADV	0
	Conveyance Allowance	12000	LOSS OF PAY	0
Variables	Medical Reimbursement	0	1 month provision period	0
	Salary Arrears	0	TDS	0
	Other Incentives	0	PT	0
	Performance Linked Incentives	53280	Total	0
	GROSS	192000		
	NET SALARY			192000
	AUTHORISED SIGNATORY		EMPLOYEE'S SIGNATURE	

Acknowledgement:

I _____ hereby acknowledgement and having read and understood them, agree that they apply to my employment with Texcutive Services Private Limited a

Employee Signature: _____

Date: _____

Place: _____



TEXCUTIVE

delivering promises