



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

## **OFFER LETTER**

16<sup>th</sup> July, 2021

**Mr. Anuj Kumar Singh,**

Relationship Manager  
Indore, Madhya Pradesh.  
India.

**Sub: Offer Letter for the post of Relationship Manager - Indore, Madhya Pradesh.**

Dear Anuj,

Texcutive is pleased to offer you the position of **Relationship Manager** Sales and Marketing Indore, Madhya Pradesh effective from **14<sup>th</sup> July, 2021**. We would like to make the following job offer and trust it will meet with your approval.

- 1) As a Relationship Manager, you will report to the Operation Head - **Mr. Amit Varghese**.
- 2) The primary responsibilities for this position include:
  - Achieving business goals and revenue targets.
  - Setting performance objectives of the team.
  - Developing and implementing business, marketing, and advertising plans.
  - Managing internal and external stakeholder relations and negotiating contracts.
  - Managing customers and client's business with the organization.
  - Managing client relationships in the organization.
  - Planning, evaluating, and optimizing operations to be efficient and cost-effective.
  - Ensuring products and services comply with regulatory and quality standards.
  - Ensuring company standards and procedures are followed.
  - Preparing and presenting monthly, quarterly, and annual statements and finances.
  - Dealing with escalated customer issues, incident reports, and legal actions.
- 3) The compensation for this position will be **Two Lakh Twenty Eight 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 14<sup>th</sup> July, 2021 till 20<sup>th</sup> 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 18<sup>th</sup> July, 2021.

Congratulations and welcome to Texcutive

Sincerely,  
Dipshikha  
Director Human Resource Management

#### **SALARY ANNEXTURE**

Salary Annexure				
<b><u>EARNINGS</u></b>			<b><u>DEDUCTIONS</u></b>	
<b>Fixed</b>	BASIC	91200	PF	0
	HRA	36480	ESI	0
	Special allowances	22800	LOANS/ADV	0
	Conveyance Allowance	12000	LOSS OF PAY	0
<b>Variables</b>	Medical Reimbursement	0	1 month provision period	0
	Salary Arrears	0	TDS	0
	Other Incentives	0	PT	0
	Performance Linked Incentives	65520	Total	0
<b>GROSS</b>		228000		
<b>NET SALARY</b>				<b>228000</b>
<b><i>AUTHORISED SIGNATORY</i></b>			<b><i>EMPLOYEE'S SIGNATURE</i></b>	

#### **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: \_\_\_\_\_



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**TEXCUTIVE**

delivering promises