Ref: MCG/C/0090

26/12/2020

**SHUBHAM ATYALKAR**

103, indraprastha 4, Raheja Township,

Near Ashoka Hospital, Jitendra Road

Mumbai - 400097

Dear  **SHUBHAM ATYALKAR**

Emp Code: - MCGC0090

Sub- Appointment Letter

With reference to the discussion, you had with us, we are pleased to appoint in our organization as **Back Office Executive** as per the following terms and conditions listed below and in Annexure.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Employee Deductions** | | | **Net**  **Salary** | **Employee Contribution** | | **CTC** |
| **Basic** | **HRA** | **Special**  **Allowance** | **Conveyance** | **Gross**  **Salary** | **PF** | **ESIC** | **P**  **Tax** | **PF** | **ESIC** |  |
| 12568 | 2514 | 872 | 1000 | 16954 | 1733 | 113 | 200 | **14908** | 1877 | 551 | 19382 |

You are requested to join for duty on or before 29-12-2020 at RBL Bank Limited. You are requested to provide the following documents on joining:

* Original relieving letter from your current employer (if applicable)
* A Employee Joining Form link will provide by us should be filled before joining.
* Two passport size color photographs
* Copy of your academic qualification certificates.

The details of the benefits, Terms and conditions applicable to you are enclosed in Annexure. You are requested to treat this information in strict confidence and not to disclose it to anyone under any circumstances.

We welcome you to be a part of the organization and request you to sign and return a copy of this letter to us as a token acceptance of your offer and the terms and conditions.

We wish you every success in your career with us.

Yours’s Sincerely

**Anand Gaggar**

**Proprietor**

I Agree to accept employment on the terms and conditions in this letter and the Annexure

**SHUBHAM ATYALKAR**