



Date: 22-11-2021

Vamshi Test Do not use,
H.No 1-2-3/4, Pocharam, Township,
Near Flyover,
Hyderabad,Telangana.
500000

Dear Mr. /Ms/ Mrs. Vamshi Test,

Offer Letter

With reference to your application and subsequent interview you had with us,

Joining:

Your scheduled date of employment with us will be **November 22,2021.**

Designation & Duties:

We wish to offer you the post of **HR Manager**,at **Hyderabad** based on the terms and conditions.You will be responsible for achieving the goals and targets assigned to you.

Compensation:

Variable Pay

Your Compensation will be as per our discussion **INR 3,10,000 (Three Lakh Ten Thousands Rupees Only) per annum.**You will be responsible for achieving the goals and tasks as per the timeline assigned to you.

From the date of joining to the end of

1st month - minimum 50% of the points

2nd month - minimum of 75% of the points

3rd month onwards - regular 100% of the points allocated should be earned to receive 100% of the pay.

Additionally, Below Incentive structure will be given :

S.No	% Allocated points	Rs per extra points earned
Slab-A	125%-200%	Rs.15/-



Slab-B	200%-250%	Rs.20/-
Slab-C	250% and above	Rs.25/-

Pay, Plans/Performance Linked Incentives & other perks are at discretion of the Management.

Documents to Submit:

You are required to submit the following documents before/ at the time of Joining.

- Photocopy of experience certificate (if applicable).
- Photocopies of certificates and mark-sheets of Higher educational / professional qualifications.
- Copy of Aadhaar Card.
- Copy of Pan Card.
- Relieving letter (if applicable).
- Passport size photographs.

Probation:

You will be on probation for 3 months from the date of joining. Your probation period may be extended or reduced on the sole discretion of the company. Your services will be confirmed for full-time basis in the organization after satisfactory completion of probation period.

Notice Period:

You need to serve minimum of 15 days to the organization. You need to give 100% support, knowledge transfer, team transfer, client transfer and responsibilities to your reporting manager atleast before the last day of the notice period.

Termination:

Employee will be terminated from the Company for any bad behavior or irresponsible about timelines by giving 15 days of notice.

Terms and Conditions:

- He/she should be punctual to Work.
- No leaves are credited to you during the probation period.
- Sudden Leaves are not accepted. So, inform to your Reporting Manager atleast 24hours before.
- He/she should be active at working Hours.
- Pay, Plans/Performance Linked Incentives & other perks are at discretion of the Management.

**Note:**

Please send us the acceptance of this offer by accepting the offer with a signature, the details of which are shared in the email.

We look forward to have you as an active member of our M3 Avenue family.

Employee**M3 Avenue Financial Services Pvt.Ltd****Vamshi Test's Signature****Place:****Date:****Authorized Signature****Date: 22-11-2021*******THANK YOU*******MONEY MAKING MACHINE**