



Date: 20-11-2021

Naveen Alluri,
Hyd,
Near Kamaan,
Hyd,Telangana.
500090

Dear Mr. /Ms/ Mrs. Naveen,

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 20,2021**.

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 5,10,000 (Five 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/-
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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

Naveen's Signature

Place:

Date:

Authorized Signature

Date: 20-11-2021

*****THANK YOU*****



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