



Date: 06-07-2021

name last,
hh,
ss,
cc,
dd,
500998.

Dear Mr. /Ms/ Mrs. name,

Offer Letter

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

Joining:

Your scheduled date of employment with us will be **July 06,2021**.

Designation & Duties:

We wish to offer you the post of **Business Development Associate**, at **Remote** based on the terms and conditions. You will be responsible for achieving the goals and targets assigned to you.

Compensation:

Review Pay

Your Compensation will be as per our discussion **INR 4,45,566 (Four Lakh Forty Five Thousands Five Hundred Sixty Six Rupees Only) per annum**. You will be responsible for achieving the goals and tasks as per the timeline assigned to you.

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****name's Signature****Authorized Signature****Place:****Date: 06-07-2021****Date:*******THANK YOU*****