



Date: 03-11-2021

Rakesh Exe,  
H.No,  
1-23/4,  
SD,  
Road,  
Near,  
Paradise,  
Secunderabad,  
505050.

Dear Mr. /Ms/ Mrs. Rakesh,

## **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 03,2021**.

### **Designation & Duties:**

We wish to offer you the post of **Digital Marketing Executive**,at **Kolkata** 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 2,40,000 (Two Lakh Forty 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****Rakesh's Signature****Authorized Signature****Place:****Date: 03-11-2021****Date:****\*\*\*THANK YOU\*\*\*****MONEY MAKING MACHINE**