

Offer Letter

Date: 27TH oct, 2018

Mr. Riyaz Shaikh

Dist . Surat

State.Gujrat

Dear Riyaz,

With reference to your application for employment in our company and the discussion we had in this regard, we are pleased to offer the role of **Business Development Executive** In consultancy Department. You will be posted at our corporate office and will report to consultancy head. Please report to our office on **28th october 2018** and contact HR & Admin Dept. to complete you're joining procedure. Your Total Cost of Company details are attached in annexure to Offer Letter.

You target will be 2,00,000 as per ten times of your salary (20,000*10) = 2,00,000, and if you will fail to achieve your target, company won't payable any amount of salary to you.

Please along following documents on your Date of Joining:

- Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two

Copies)

- Original Academic Certificates (all from 10th to Highest)
- Relieving letter from previous employer (copy)
- Proof of compensation last drawn (3 Months - copy)
- 3 passport size photographs (Recent)
- 1 Cancelled Cheque of Savings Bank Account
- PAN Card
- Resident Proof
- Addhar Card

For Gurukul Training And Consultancy
Riyaz Shaikh

Authorized Signatory

Annexure		
Name :	Mr. Riyaz Saikh	
Designation :	Business Development Executive	
Department :	Sales	
Location :	Head Office - Surat	
DOJ :	27.11.2018	
Sr. No.	Heads and Compensation	Monthly
Part A	Monthly Payments	
1	Basic	18000
Part B	Additional	
1	Petrol Expenses	1500
2	Moblie Expenses	500
COST TO THE COMPANY (Total A+B)		20000

For.Gurukul Training And Consultancy.
Riyaz Saikh

Authorized Signatory