



RestroFresh LLP

Subject: Offer Letter

Date: 25 August 2023

Sagun

Mobile: 9625571920

Email: singhshagun0407@gmail.com

Dear Sagun,

1. We are pleased to offer you an appointment as **“Business Development Associate”** for our sales division. Your date of joining will be on **4 September 2023**
2. In accordance with our discussions, we will issue our Company’s email id on the day of joining, it will be used for the sole purpose of Restrofresh LLP business development & the use of the email id shall be governed by the Restrofresh IT team.
3. Your Gross Salary would be **INR 1,68,000**
4. As informed, you will be working at C – 58 Azadpur Mandi. You will also be in the field. However, the organization reserves the right to transfer you to and/ or utilize your services in any of the company’s offices and work sites within the country.
5. A detailed Appointment Letter and Employment Service Agreement setting out our terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

Submitted Documents:

1. Copies of Education Certificates / Mark sheets supporting your qualifications (10th, 12th, Graduation, PG or any other)
2. Your Relieving / Experience letters from the present & previous employers,
3. Your last 3 salary slips or Salary structure certificates.
4. 2 passport size photograph with white background.
5. Latest copy of your resume
6. Copy of Pan Card
7. ID / Address Proof (DL/ Passport/ Pan Card/ Electricity Bill/ Telephone Bill, etc.)
8. Driver’s License

Phone :[9971393600](tel:9971393600)

Email :info@restrofresh.in

Website : Restrofresh.in





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Resignation: You shall reserve the right to resign from the services of the company by giving 1 month notice in writing to the company or pay salary equivalent to 1 month in lieu thereof. You will not receive incentive during the completion of the notice period. The company, however, reserves the right not to accept payments in lieu of notice and at its sole discretion to make the completion of the notice period. If an employee takes leaves during the notice period which are not duly authorized by the Manager or the HR, Company reserve the right to extend the notice period for the Employee accordingly.

Termination: The Company shall have the right to terminate your employment by giving one – month notice in writing or one – month salary in lieu thereof. However, In light of fraud and forgery of documents or business the company could terminate your employment without giving notice and compensate the losses by salary equivalent to 1 month.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/ certificates given by you as a proof in support of the above information, the company reserves the right to revoke the offer and later your appointment thereafter at any time.

Note: I hereby declare that the information furnished above is true to the best of my knowledge.

Employee Signature

Phone : [9971393600](tel:9971393600)

Email : Info@restrofresh.in

Website : Restrofresh.in

