

K-Fab



17, Industrial Area-'A', Ludhiana | Email :- info@kfab.in

Date	04/11/2022
Name	Madhu Ranawat
Email	madhukanwar65666@gmail.com
Phone	90241-56269

Offer Letter

Dear **Madhu Ranawat**,

I am delighted & excited to offer you employment as an **Accountant** at **K-Fab** starting from **01/12/2022**

Please read through this letter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter.

1. Your Position

You will be employed in the role of an **Accountant**.

2. Location

You will be based at our Ludhiana Office, although we may direct you to work at different locations from time to time.

3. Hours of Work

(a) As a full-time employee you will be required to devote yourself during your defined working hours to the performance of your duties as an **Accountant**.

(b) You will not be entitled to receive any remuneration for work performed outside of the hours referred to in sub-clause (a) above.

4. Salary & Benefits

(a) Your monthly salary will be ₹30,000. Salary Structure will be shared in the employment agreement to be made by the company.

(b) The salary will be paid monthly by the **05th of every month** and it will be deposited into the nominated account.

(c) The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the Employer directly or indirectly to or on your behalf, whether as salary or otherwise.

5. Leave

You will be entitled to annual and long service leave in accordance with the applicable laws and the leave policy of the company.

6. Company Policies

You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

7. Confidentiality and Intellectual Property

You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your employment.

Acceptance

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

Yours Sincerely

Madhav Malhotra
HR Department, K-Fab
madhavalhotrakfab@gmail.com

I **Madhu ranawat**, accept, and agree to the proposed terms of employment and request that the Employer prepares a formal contract of employment for execution.

Madhav malhotra's Signature

Signature

Date of Signature