

12th May 2023

To,
Kshama D,
Keremane House,
Jalligudde, Bajal Post,
Mangalore 575007.

Sub: Offer Letter

Dear Kshama,

We are pleased to offer you the position of '**Inside Sales Executive**'. You will be based in our office in Bangalore and will be reporting to **Mr. Maaz Jukaku**. Following are the terms and conditions mutually agreed at the time of interview.

1. You shall be entitled to a remuneration of **Rs. 3,00,000** per annum (Cost to Company). This will attract mandatory deductions for taxes and any other deductions as are required by the terms of your employment. Further terms of your employment will be as per the detailed Appointment Letter to be issued against your acceptance of this offer letter.
2. You will be on probation for a period of 6 (Six) months from the date of joining. Based on your satisfactory performance evaluated at the end of the sixth month, your services will be confirmed and your remuneration will be revised to **Rs. 3,60,000** per annum.
3. The company works from 9:30 AM to 6:30 PM, Monday to Saturday. The final timings would be intimated by your Reporting Manager.

You are required to submit the following documents at the time of your joining:

- Passport size photographs – 2 No's.
- Copy of your highest qualification Certificate - Self attested
- Copy of your PAN Card & Aadhaar Card copy.
- PF & ESI Account Details (If any).
- Pay slips (previous two months)
- Relieving Letter from your Previous Organisation
- Other relevant information as per HR policy (Like Emergency contact details, Blood group, Local address proof etc.)

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006