

To

 Dated : 26th July 2021

 MR.SANJEEV KURMI
 WARD No.4
 NEAR RAM MANDIR, GUNJORA
 REHLI SAGAR.

Subject: Offer Letter for the post of Business Executive.

Dear Sir,

 We are pleased to inform you that you have been selected for the post of Business Executive.
 Your CTC shall be as per detail appended below.

Detail	Monthly	Annual
Basic	9,000.00	108,000.00
HRA	9,000.00	108,000.00
Assured Incentive# (For Six Months)	-	-
Total	18,000.00	2,16,000.00
Co cont.to PF	1,080.00	12,960.00
Co cont.to ESIC	585.00	7,020.00
Total incl of co's cont. To EPF & ESIC	19,665.00	2,35,980.00
less Amount Deposited with EPF	2,160.00	
less Amount Deposited with ESIC	720.00	
Carry home salary	16,785.00	
Gratuity for the year <i>(To be paid after completion of 5 years of service)</i>		5,192.00
Bonus for the year <i>(Paid after closing of the financial year for which it pertains with next year's Sept salary)</i>		7,000.00
MEDICAL for the year* <i>(NIL if member of ESIC)</i>		nil
LTA*		4,500.00
Grand Total		2,52,672.00
Annual Minimum Guaranteed Incentive (AMGI)#		1,00,000.00
Grand Total with Sales Incentive		3,52,672.00
* to be reimbursed after completion of two years of continuous service & as per policy of the company after submission of original bills (for self/spouse/dependent children)		

#Detail of Sales Incentive (subject to target achievement), Earn any one from below slabs.

Earn Minimum Guaranteed Incentive (Annual)	Average Monthly sales	Annual Sales	Minimum Growth from last year
Rs.1,00,000.00	Rs.1.50 Lacs	Rs.18.00 Lacs	12.5%
Rs.1,25,000.00	Rs.1.75 Lacs	Rs.21.00 Lacs	12.5%
Rs.1,50,000.00	Rs.2.00 Lacs	Rs.24.00 Lacs	10.0%

Assured incentive, if any shall be deducted from final payment of the period.

Your headquarter for the time being will be **DELHI NCR** along with territory as may be assigned to you by the management. However, in the business interest you are liable to be transferred anywhere in India as the management may from time to time deem necessary at their sole discretion.

The following allowances shall be payable to you for each day you work in the field.

Local / Ex. town : Rs. 140=00 / Working day.
Outstation : Rs. 180=00 / Working day.

(Maximum limit of monthly expenses reimbursement shall be as per the policy of the company which shall be mentioned in your appointment letter)

After your successful completion of 3 months field training at Delhi NCR, You may be posted in Product Management Team or any other appropriate field in marketing department & your salary shall be revised from Rs.18,000.00 per month to Rs.21200.00 per month (CTC shall be revised from Rs.2.53 lacs to Rs.2.96 lacs, AMGI shall remains the same at Rs.1.00 lacs).

You are requested to report for training to **Mr. Indermeet Singh, GM (Mktg.) on 02nd August 2021 at PROFIC ORGANIC LIMITED, B-222, LAYAK RAM COMPLEX, BADARPUR, NEW DELHI-110044 (Mobile no. 09810698204 at 9:00 AM)**

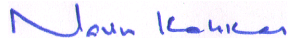
You are requested to mail copies of documents as per S.No. 1 & S.No.2 mentioned below on **28th July 2021**. Also bring the originals of following documents on 02nd August 2021 which will be returned to you after verification.

1. Aadhar card, Pan card, Driving License (Learner/Permanent).
2. Date of birth and Educational Certificates along with mark sheet
3. Bank Account detail (Cancelled Cheque & Passbook photocopy).
4. Two passport size photograph
5. Family Aadhar Card & Family Group photograph.
6. UAN No. & P.F. No., if any.
7. Relieving/Experience Certificate from previous employer/s, if any.

This offer letter is valid only up to 02nd August 2021. Kindly send your acceptance by 28th July 2021 @ proficmr@yahoo.in / proficorganic@yahoo.co.in

Thanking You,

Yours faithfully,
For PROFIC ORGANIC LIMITED



(NAVIN KAKKAR)
Chief Executive

CC : - Mr. Indermeet Singh GM (Mktg.)