

To,
Ashlesha Khandekar
81/A, Ram Nagar, Khat Road,
Bhandara,
Nagpur.

Date: 06/02/2017

Sub: Offer Letter

Dear Ashlesha,

We are pleased to offer you the position of "Customer Care Representative" in our organization at a CTC of Rs. 19,500/- per month.

Both employer and employee contributions of PF and ESIC would be part of your CTC.

Your appointment is subject to the successful completion of a 30 day training program at Motif. This offer is contingent upon your submission of original academic and/or the following employment documents:

- Four (4) passport size colored photographs
- Originals and photocopies of academic certificates including SSC, HSC and degree/diploma mark sheets, school leaving certificate, etc.
- Appointment/Offer letter, relieving letter from your previous organization and salary slips for the last three months – if applicable
- A copy of your PAN card and Aadhaar Card (if you don't have one, apply immediately as it would be required)
- ESIC, PF & UAN number of previous employment (if applicable)
- Photo ID (passport/driving license/voter ID/PAN/Aadhar card)
- Address Proof (latest bank statement with photo attested/electricity bill/gas bill)
- References for background checks (Email addresses and phone numbers of HR and your Reporting Head in your previous organization – if applicable);
- Date of Birth & Aadhaar card Copy/Number of your parents/spouse & Children
- Medical Reports as per description provided (Original copy)

Per the organization's retention policy:

- There will be a probation period of six months from the date of joining. The organization will review your performance after six months and confirmation will be done basis that
- An amount equivalent to 30% of one month's CTC will be retained and subsequently be released on completion of six months. If Employee resigns/leaves the organization before completion of six months, the said retention amount will be forfeited
- In case, if Employee Resigns/ Leaves the Company without serving notice period of 30 days, the company will have the right to retain all the dues payable to the employee and adjust the same against the shortfall in the above said notice period of one month.
- In case of No Call No Show within the probation period, the Company reserves all the rights to terminate your services at any time. In this case the Company will have the right to recover the amount equivalent to one month salary (Cost to company) in lieu of the notice period of 1 month

Congratulations! We look forward to working with you.

Sincerely,

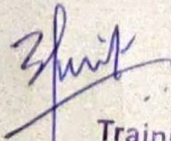


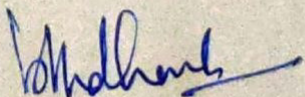
Badal Palkhiwala
Sr. Manager, Human Resources

I accept the above offer and will join from 06/02/2017 – 9:30 am.

Sign

Ashlesha Khandekar


In-Charge
Training & Placement
MIET, Bhandara
MOTIF INDIA INFOTECH PVT. LTD.


Principal
M. Patel Institute of Engg. &
Bhandara