



Reference No:  
Date: 26.04.2023

To,

Mr. Arvind Rajendra Sharma

Flat No. 702, B Wing Amisha Garden,

Mashacha Pada Road, Opp. St. Xaviers School,

Kashi Village, Mira Road East, Thane,

Maharashtra

Pin. Code: 401107

Contact No. 9594181124

Email Id.: arvind.jjhs@gmail.com

Appointment Letter for the Post of Regional Sales Manager

Dear Mr. Arvind

Congratulations!

With reference to your application & subsequent **interviews with us, we are** pleased to offer you the post of "**Regional Sales Manager**" in our organization on the terms & conditions.

- a) **The start day of your employment will be 10<sup>th</sup> April 2023.**  
b) You will be on probation for a period of three months.  
c) You will be entitled to a CTC of Rs. 84,000/- per month as bifurcated below.

NAME		Designation	
Mr. Arvind Rajendra Sharma		Regional Sales Manager	
EARNINGS		DEDUCTIONS	
<u>SALARY HEAD</u>	<u>AMOUNT (Rs.)</u>	<u>SALARY HEAD</u>	<u>AMOUNT (Rs.)</u>
Basic	42,000	Security Deposited (Employee)	4,200

Ess Pee Enterprises

Regd Office: EL-635, Indl. Area, Ph-9, SAS Nagar, India-160062

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House rent allowance	21,000	Leaves Deducted	-
Conveyance allowance	7,000	Loan	-
Medical allowance	5,000	TDS	-
special allowance	9,000		
	-		
<b>SALARY (GROSS) / PM</b>	<b>84,000</b>		
<b>SALARY (CTC) / PM</b>	<b>84,000</b>	<b>TOTAL DEDUCTION</b>	<b>4,200</b>
<b>Leave Deducted</b>	-	<b>Balance Leave</b>	Nil
<b>Cash in Hand (PM)</b>	<b>79,800</b>		

- d) 5% of your CTC will be deducted as retention. The amount will be reimbursed on completion of one year service with the company.
- e) Conditions of service related to your employment are given in Annexure -A to this appointment letter.

Please return the duplicate copy of this appointment letter duly signed as a token of having accepted the appointment on the terms & conditions mentioned therein.

With Best Wishes,

(Signature)

(Name of signing Authority)

Designation of Signing Authority

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#### **Annexure -A**

1. You will carry out your duties diligently & faithfully, to further the interest of the Company. During the period of your service. You will abide by all the rules and regulations of the Company as may be formed or as may be modified from time to time.
2. The firm reserves the right to terminate the contract any time if performance of the candidate is not as per firm's satisfaction. You services are liable to be terminated any time in following cases:-
  - In case you are found to be medically unfit by firm's authorized medical practitioner, on examination;
  - As and when the firm comes to know any conviction by the court of Law during the contract period with us of conviction and / or any bad record in the past or because of your giving false information or given any false details.
3. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
4. In the event you are absent from duty without information or permission of leave or you overstay for more than 3 days, the management will treat you as having voluntarily abandoned the service of the company / firm.
5. You will be required to comply with all such rules and regulation as the company / firm may frame from time to time.
6. You shall not disclose or divulge any confidential information related to the company's business or its customers which may come to your knowledge or possession during the tenure of your employment. It should not be made public in the course of execution of your duties. You will be responsible for safekeeping and return in good condition and order of all Company / Firm's Property, which may be in your use, custody or charge.
7. You will not make copies and duplicate of confidential, sensitive property or material including keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.
8. The Management will have right to suspend you without payment, pending enquiry into any act of misconduct committed by you. The Management shall withhold your increment for proved misconduct.
9. Any change in your residential address should be notified in writing forthwith to the Company. All communication will be addressed to you on the last address notified by you and it will be presumed that you have received such communication addressed to you within the normal time taken by the post office
10. Your confirmation in the Company's employment is subject to your being medically fit. Please note that Management decision in this matter will be final and is binding on you.

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11. During the period of probation one month notice will be given by the employee & no notice will be given by the employer for terminating the services.
12. On satisfactory completion of the probation period, you will be confirmed in service. On confirmation, your services are liable to be terminated by giving one month notice by the employer & one month notice by the employee. Salary of the period specified for each party, in lieu of the notice, can be reimbursed by either party.
13. If at any time in our opinion, which is final in this matter you are found non-performed or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company / firm shall be entitled to recover the damage from you.
14. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company or hospital or institute having dealing with the company / firm and if you are offered any, you should immediately report the same to the Management.
15. In the event of your being confirmed in service, the age of retirement in the Company's service: will be fifty eight (58) years. The Management will have the right to take disciplinary action against you for the acts of misconduct, in wrong reporting of age, as recognized by law.
16. You will be governed by the Service Rules of the Company. The copy of which is available in the HR Department.

**For ESS PEE ENTERPRISES**

A handwritten signature in black ink, appearing to read "Meenakshi Sharma".

Auth. Signatory

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