

06.05.2025

**OFFER LETTER**

**Dear Mr. Sabith,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position of **REGIONAL SALES MANAGER** on mutually agreed terms and conditions with monthly gross salary of **64000/-** plus **Incentives & Allowances** as per company norms.

Your salary details:

Basic pay: 31,000/-

Dearness Allowance: 12,400 /-

House Rent Allowance + WA: 18,600 /-

Total Salary: **62,000/-**

Other Allowance:

- HQ Allowance@300 rupees per working day at HQ town
- Ex..HQ outstanding allowance will be actual transportation plus 150 per working day
- Out station, your allowance will be 300 + Transportation + Room rent: 1000 +100(Additional) (stay is mandatory)
- You will also be entitled for sales incentives applicable to your grade announced by company from time to time
- You would be on a probation for a period of 3 months or such period may decide upon by the management.
- During the probationary period your service are liable for termination by giving 24 hrs. notice on either side.
- Your headquarter for the time being will be Kottayam. Reporting to **Mr. Shine Kumar (Manager-South Kerala)** and your services are transferable to any of units/offices when needed.

**New Care Hygiene Solutions Private Limited**

Bldg. No.-13/152B, New Care Building, Lions Club Road,

Vazhakulam P.O., Muvattupuzha, Ernakulam, Kerala - 686 670

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DL No. 20B-KL-EKM-164957, 21B-KL-EKM-164958

GST NO:- 32AAHCN5515B1ZZ



- Your appointment will be subject to the rules and regulations of the company prevailing from time to time and will not take up any employment part time/fulltime or include in any other business activity other than New care's.
- In general, the employment may be terminated by either of the parties at any time by giving to the other, **two months' notice or two months gross salary in lieu of notice.**
- You are expected to discharge your responsibilities meticulously and diligently taking proper care of all the company's property under your control and be a model to your colleagues to follow.
- You will not divulge to any third part. Knowledge or information whether confidential or otherwise you might have access by virtue of your employment.

**You are required to join as soon as possible**

On the date of your joining, you may please bring along the following:

1. Proof of age
2. Aadhar card
3. Copies of educational and experience certificates
4. Relieving certificate from the previous employer, if any
5. Appointment letter of the previous employer and salary revision letters, if any
6. Last pay slip received from the previous employer, if any
7. 3 Passport Size Photographs

We welcome you to New Care Family. Please sign the duplicate copy of this letter as a token of acceptance of the same within 3 days.

**For New Care Hygiene Solutions Pvt. Ltd**

  
**SREEKUMAR K**  
**GENERAL MANAGER**

