

Dear Purshottam,

Greetings !!!

With reference to your application and the subsequent discussions you had with us, we are pleased to inform you that we intend to offer you the position of **Sales Trainee** in **Broad Market - India** department/division in **Darbhanga**.

The CTC will remain same as discussed. You will be required to submit the scanned copies of all certificates/testimonials in support of your date of birth, qualifications, address proof for permanent & current, PAN card, present CTC details, experience & relieving letters, if applicable & passport size color on your accepting the employment on the day of joining to your concern Manager/HR. (Please refer Joining Checklist as attached for further reference).

This offer is made to you based on the information provided by you, if any information is found to be incorrect, or in the event it is found that you have withheld / manipulated any information, then this offer will stand withdrawn on that ground.

If you are desirous of accepting the employment as offered, you are requested to attend our induction for execution of necessary agreement of employment & other documentation on or before **Oct 17, 2022**. In case of any assistance please get in touch with **Navin Sharma - 9594442595**.

Thanks & Regards,

Faisal Shaikh
Human Resources

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ANNEXURE- 1		
Date	Oct 14, 2022	
Name	Purshottam Kumar	
Designation	Sales Trainee	
HQ / Location	Darbhanga	
Division	Broad Market - India	
COMPONENTS	AMOUNT (in Rs.)	
A. SALARY - GROSS	MONTHLY	ANNUAL
BASIC	10,175	1,22,100
HOUSE RENT ALLOWANCE	5,088	61,050
FESTIVAL ALLOWANCE / STATUTORY BONUS	848	10,175
TOTAL "A"	16,111	1,93,325
B. RETIRALS		
PROVIDENT FUND (12% OF BASIC)	1,221	14,652
ESIC (Employer Contribution)	524	6,288
GRATUITY	489	5,873
TOTAL "B"	2,234	26,813
ANNUAL COST TO THE COMPANY	18,345	2,20,138