



Mercedes-Benz

03-May-24

Mr. Abhishek Saxena
218/B, Gali No - 3, Govindpuri, Kalkaji, South Delhi - 110019

Sub: Letter of Intent

Dear Abhishek,

Congratulations,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **"Relationship Executive - PMGR"** in **"Customer Services"** Deptt. at Delhi/NCR, as per mutually agreed terms and conditions with respect to the Salary/CTC, all perks and perquisites.

Your confirmation is subject to six months' probation period from the date of joining, during which your performance will be observed and appraised.

Please report to our Flagship Store at Mathura Road, Delhi, GA - 2, B-1 Extn., Mohan Co-operative Industrial Estate, Mathura Road, New Delhi - 110044 on or before **22-May-2024** for joining and induction purpose failing which this offer automatically stands withdrawn, unless and until extension is confirmed in writing by us.

This offer is made contingent upon the satisfactory verification of the information contained in your application and medical checkup, if required.

Please submit the photocopies of the documents, as mentioned in the Annexure enclosed, along with the originals for verification.

With best wishes

For T & T Motors Pvt. Ltd.

Dalip Singh Sodhi
Sr. GM - Admin/HR



Annexure			
Salary Breakup of Mr. Abhishek Saxena			
Position : Relationship Executive - PMGR			
Basic	17500	Gross	32900
HRA	8750	PF	2100
CCA	6650	ESIC	
Gross	32900	LWF	
Pf 12%	2100	In Hand	30800
ESIC 3.25%			
LWF			
CTC Monthly	35000		
CTC Annual	420000		
Name : Signature : Date :			

Annexure

1. Aadhaar Card & Pan Card Mandatory.
2. Driving License & Voter Card (If applicable)
3. Four passport size photographs.
4. Education or professional qualification certificates.
5. Service experience certificate / Relieving certificate/ Resignation copy from your last employer as mentioned in your bio - data or an affidavit to the effect that while joining our company that you are not in employment with another organization.
6. Salary slip from your immediate past employer.
7. TDS Certificate, if applicable.
8. EPF UAN No.
9. Medical Fitness Certificate.
10. Bank Account Details.

Note:

Point nos. 5 & 8 are applicable for experience holders.