

January 01, 2019

Robin Mehra

Address: C 703 Shalin Otium,
Corporate road, Prahladnagar Ahmedabad-380015.

Contact No: +91-9328257196(M)
Email: robin_mehra2001@yahoo.com

Sub: Appointment Letter.

Dear Mr. Robin Mehra:

With reference to your interview and subsequent discussions you had with us, the Management is hereby pleased to appoint you in our organization w.e.f. January 01, 2019 on the following terms & conditions:

1. **Designation:**

You will be designated as **General Manager**.

2. **Place of Posting/Working Hours:**

You will be posted at our office in Ahmedabad, Gujarat, India. Your working hours in our office begins at 10.00 am and ends at 07.00.pm.

3. **Remuneration:**

Components	Amount (Rs).
Monthly Salary	86109.00
Annual Performance Bonus	86109.00
Extraordinary Performance Bonus	64439.00
Total Annual CTC	11,83,851.00

Note:

- Annual Performance Bonus will be disbursed during Diwali.
- Extraordinary Performance Bonus will be disbursed in March, 2019.

4. **Leaves:**

You will be entitled to leave facilities as follows:

Casual Leave: 7 Sick Leave: 5 Privilege Leave: As per policy.

5. **Probation:**

You will be on probation for a period of 3 months from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.