

## Rishav Jyoti Dutta

**IZHAAN B-LINK'S**  
APPOINTMENT LETTER

To,

DATE: 16<sup>TH</sup> SEP, 2021

**RISHAV JYOTI DUTTA**  
Designation: SALES MANAGER  
Your Employee no:IBL60120

Our company is excited to bring you on board as **SALES MANAGER** in Tier 1/2 District (JORHAT,GOLAGHAT)

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with our company.

Our company is offering a full time position for you as **SALES MANAGER**, reporting to **RSM, ZONAL SALES MANAGER/DIVISIONAL DIRECTOR** starting on 01<sup>TH</sup> OCT, 2021. Expected hours of work are **6 days a week and 9 hours a day**.

In this position, our company is offering to start you at a pay rate of **1,20,000** (DA/TA inclusive) per annum which includes your salary of **1,41,600 for 26 working days\*12 months**. Your salary will calculate from 01<sup>st</sup> of each month to end of same month and your salary will be paid on a monthly basis on or before 20<sup>th</sup> of every month (or next bank working day).

As an employee of our company you will be eligible for health insurance or group insurance and all benefits after your probation period. Probation period will be three month from date of joining and then you'll be our company on roll employee.

Any violation or breaks the rules will layoff you from the company without any notice. Your candidature for appointment in the same or any other department will be considered on successful completion of the training. After you complete the training period then only you'll placing in our company without completing training you'll not get placed in our company.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 01<sup>TH</sup> OCT, 2021.

**Given below are some terms and conditions attached with the offer:**

1. You will be on a probation period of 3 months, beginning from the date of your joining. On the discretion of Management, this period can be reduced or extended subjective to your performance.
2. Once your probation period ends, you will receive a fresh letter of appointment including the revised terms and conditions.
3. Your daily target will be updated on Group discussion or Group chat. You've to complete 95% of your monthly target and it's mandatory.
4. For each month, you will be given a specific target by your team leader which you are expected to meet as it will form the basis of gauging your performance. There will also be quarterly targets to follow and keep in mind to keep your performance levels high.
5. You will not be entitled to any incentives during probation period.
6. You will also not be entitled for any paid leaves during probation period.
7. In case, any of the party wishes to call off the contract then it can be done by giving a notice period of 30 days