

ROYAL ENFIELD

Private and Confidential
28-April-2020

Urmila Rastogi

Dear Urmila,

We are pleased to inform you that, you have been selected as a **Showroom Sales Officer** in Royal Enfield, Bareilly with effect from **22-June-2020**, on the following terms and conditions,

- Your engagement in the company is subject to your passing the final examination & fulfilling the selection criteria defined by the company and producing a valid medical fitness certificate as instructed by us.
- You shall be required to report for training on **22-June-2020** at our office premises, **Gurgaon** at the time of joining, you have to submit all relevant documents along with the company's joining forms as mentioned in *Annexure 1*.
- During training, your Total CTC (Cost to Company) will be **2,50,000.00 (Two Lakhs Fifty Thousand)** per annum.
- The variable income potential at 100% payout for the year 2019-20 shall be **20,000.00 (Twenty Thousand)** and this amount is payable based on employee's individual performance. This amount shall also be subject to your being on the rolls of the company at the time of disbursement. Your next compensation review will be Post one year of your joining date Jul-2021
- Your training shall be for a period of one year and shall commence from the date of your joining. However, the Management shall have the discretion of increasing / reducing the training period
- It shall be at the discretion of the Management to give you employment at a suitable level in regular service on successful completion of training and depending upon the assessment of your performance and also subject to availability of suitable vacancy.
- You shall continue to be a trainee unless specifically offered employment in writing by the company.
- Your training shall be governed by rules and regulations of the company which may be in force now and from time to time in future.

If the above terms and conditions are acceptable to you, then we request you to sign and return to us the duplicate copy of this letter as a token of your acceptance. Kindly intimate your acceptance within two weeks from the date of this letter; otherwise this offer of training shall be treated as cancelled and withdrawn automatically.

**Yours faithfully,
For Royal Enfield,**

Annexure 1

Documents to be submitted at the time of joining:

1. Photocopies of all Educational Certificates & consolidated mark sheet, TC, Conduct certificate
2. 6 Passport size photographs
3. PAN Card Xerox Copy - 2 Nos
4. Address Proofs
5. Pre-employment Medical Fitness Certificate and medical reports (ECG & Blood Group)

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