



Milkar life aage badhain

May 06, 2021

Muskan Gupta

Sub: Letter of Offer

Dear Muskan,

We are pleased to present the following offer of employment.

This letter will summarize and confirm the details of our offer for you to join PNB MetLife, in the position of Management Trainee-Sales, at the Gurgaon office commencing on May 19, 2021.

Reporting Information

On your first day of work, you will report to the HR at 1300 HRS.

Base Compensation

You will receive fixed compensation of **INR 3,00,000** annually, less salary deductions and required taxes and withholdings payable every month in equal installments.

Work Hours

Your work shift will be nine hours per day, Monday to Saturday, as well as working those hours necessary to get the job done. To meet business objectives, you may be required to work irregular or long hours.

Probation, Confirmation & Termination

You will be on probation for a period of 3 months from your date of hire, where after if your performance is found satisfactory; you will be confirmed by means of a written intimation. Should you elect to submit your resignation during this period, you will be required to provide one (1) month advance notice, not adjustable either against leave or forfeiture of salary, during which time you may be required to work. During the probation period, the Company reserves the right to terminate your employment without cause by providing 7 days prior notice or payment of basic salary in lieu thereof. At its sole discretion, the company may elect to reduce, dispense with or extend your probation period.

Upon written notice of your confirmation, the terms of your employment will change. A three (3) month notice period, not adjustable either against leave or forfeiture of salary, will be required to effect your resignation during which time you may be required to work. Should the Company choose to terminate your employment, it will be obliged to provide you with thirty (30) days prior notice or payment of basic salary in lieu thereof.

Registrar
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PNB MetLife India Insurance Company Limited |
Registered Office: Unit No. 701, 702 and 703,
floor, West Wing, Raheja Towers, 26/27 M G Road,
Bangalore -560001, Karnataka

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If the exigencies of work so require, the Company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the Company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter. In conjunction with your resignation, failure to serve the full notice period and/or to furnish all amounts owed as detailed to you in a Full & Final Settlement Letter may result in the withholding of an Experience Letter or reference to future employers. In case the notice period is not served, you may have to pay an amount equal to the salary of un-served notice period as full and final settlement.

The Company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- You commit any breach of your duties and responsibilities under this contract of service
- You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- You commit breach of any of the terms of this appointment letter

Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

- Return to work within 3 days from the commencement of such absence, and
- Provide satisfactory explanation to management regarding such absence.

Required Documentation: Please bring the following documents on your first date of joining: At the time of joining please submit the following documents:

- Proof of compensation last drawn
- Date of Birth proof certificate (Copy of passport/Aadhar Card/Pan Card / birth certificate / S.S.C) (Two Copies)
- Original Academic Certificates (all from 10th to Highest)
- Original Resignation Letter with acknowledgement
- Relieving letter from previous employer (Original)
- Proof of compensation last drawn (3 Months - Original)
- Passport size photographs (Recent)

We are excited that you are joining the team and feel that you have a great deal to contribute.

Sincerely,

Shivangi
Human Resources
PNB MetLife India Insurance Company Limited

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