



**Offer Letter**

DATE – 12<sup>th</sup> April 2021

Dear Shalini Mishra

Welcome to Vishal Mega Mart. We are pleased to offer you the position of Retail Sales Officer in our organization and your annual compensation will be **Rs.3,50,000** (Three Lacs Fifty Thousand)

The terms and conditions of the offer are given below:

Your initial place of Posting will be Gurgaon.

1. You are expected to join as early as possible as and not later than 13<sup>th</sup> July 2020 failing which we presume you do not have Interest in pursuing a career with us. Accordingly, this offer will be withdrawn and treated as cancelled. The Business Hours begin from 9.30 AM onwards till 6:00 PM.

2. You will be on probation for a period of three (3-6) months from the date of your appointment. On completion of the probation period, you are deemed to be confirmed unless otherwise communicated to you formally through a probation extension letter. During the period of your probation, either party can terminate this agreement by giving 15 days' notice or salary in lieu of notice. Post confirmation, your notice period would be 1 month. Confirmation does not result in an increase in salary, and you would be covered under the yearly increment cycle as applicable to all employees.

3. Please note that it is compulsory to bring a copy of ALL the below documents on the day of joining as your Appointment is subject to submission of these documents.

a. Copy of Date of Birth & ID Proof

(Anyone from PAN Card, Voter ID, Passport, Adhaar, Driving Licence only)

b. Permanent Address Proof ( Anyone from Adhaar Card, Passport, Ration Card, Driving License, Voter ID only, any other Govt approved document with Permanent Residence address.)

c. 2 Passport Size Photographs

d. Self-Attested PAN Card Copy.

e. Last Organization's Appointment Letter and Resignation acceptance copy.

In case the relieving letter is also available, kindly bring a copy. Else please submit it within 45 days of joining.

f. Last 3 Months' Salary Slip or Bank Details reflecting salary input.

g. Educational Documents (Highest Education document and 12th Mark sheet, any additional technical education certificates)

h. Adhaar Card is Mandatory

4. The detailed Compensation and Benefits Program as applicable to your position will be shared with you during the Induction Orientation meeting. Please send an acknowledgement to this email to accept this offer to join. We once again would like to thank you for your interest in seeking a career with our organization and hope you will have a fruitful and successful career with us.

Yours sincerely,

Department of Human Resources  
Vishal Mega Mart

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly