



Offer Letter

Date: 06/01/2023

Dear Mohammad Mughees Ali Rizvi

With reference to your application, we are pleased to offer you an employment opportunity with Learning Routes Pvt Ltd on mutually agreed terms and conditions.

The details of the offer are provided below:

Designation : Sales Associate  
Location : Delhi  
Tentative DOJ : 23<sup>rd</sup> January, 2023

We are confident that you would play a pivotal role in strengthening the team. This offer is being made to you on the following terms and conditions:

SALARY

1. Your cost to the Company shall be 6.06 LPA per annum.
2. In Hand Salary – 30,000/- p.m.
3. Detailed structure is as mentioned below:

Cost to the Company: Annexure -A

Fixed Component	Monthly	Yearly
Basic	12000	144000
House Rent Allowance	9000	108000
Conveyance Allowance	2400	28800
Medical Allowance	1800	21600
Special Allowance	4800	57600
Gross Total (A)	30,000	3,60,000

Variable Components	Monthly	Yearly
Salary Revision (Payable post the completion of monthly targets during probation period)	3000	18000
Incentives	12000	144000
Performance cum Continuity Bonus	1500	18000
Punctuality Bonus	1000	12000
DTA (Meeting Travel Allowance)	4500	54000
Total (B)	22000	246000

COST TO COMPANY(A)+(B)	52,000	6,06,000
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LEARNING ROUTES |  
Plot No. 121, 3rd Floor, Sector-44 Near Ramada Hotel, Gurugram, Haryana 122003

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4. This offer is provisional in nature and the detailed appointment letter shall be provided to you on joining subsequent to satisfactory completion of the joining formalities.
5. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.
6. You will be on probation for a period of Six months, which may be extended further at the discretion of the Company.
7. Employment is subjected to Document Verification.
8. This offer of appointment is valid until 08<sup>th</sup> January, 2023 for acceptance. If we do not hear from you by 08<sup>th</sup> January, 2023 i.e. the date on which validity of the offer expires, this offer shall be treated as withdrawn.
9. Employment is subject to Training Clearance.
10. During probation, you will be required to serve 30 days' notice or pay 30 days' Gross salary in lieu of notice. Post confirmation, your appointment can be discontinued by either party by serving 45 days' notice or by payment of 45 days' Gross salary in lieu of notice.
11. Your services are transferable anywhere in India, at any time, as per the business requirements
12. If you accept the above, you are required to produce the following documents on the date of joining:
  - PAN Card
  - Aadhaar Card
  - Certificates & mark sheets of Highest educational qualification
  - Salary slips for Last Three Months
  - Resignation Acceptance Letter of current company
  - Two Passport Size Photographs
  - Cancelled Cheque – Bank Details

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13. You hereby authorize the Company or any external agency appointed by the Company to verify:

- a) Education
- b) Employment
- c) Conduct other background checks prior to your joining the Company or thereafter.

Your appointment is contingent upon successful completion of the background check and the Company reserves the right to end your employment should the results of your background investigation be negative

14. The management also reserves the right to withdraw the said offer in case you are found medically unfit.

*Ishita Mahajan*

Thanks & Regards,  
**Ishita Mahajan**  
Sr. Manager- Human Resource  
+91 9773838585

#### Acceptance Letter

I, having gone through the terms and conditions of the service being offered to me hereby, pleased to accept the offer after agreeing fully to the terms.

Signature-

Date-

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