

## Letter of Offer



Strictly private and confidential

Dec 2021

Address: Pune

**Dear Sakshi,**

With reference to your application and the subsequent discussions you had with us at **MDN Properties Pvt Ltd**, we are pleased to extend this offer of employment to you.

You shall be designated as **Relationship Manger – Sales** based at Pune and your per annum fixed **Cost to Company (CTC) (inclusive of all statutory payments that one is liable for) shall be Rs 2,66,400/- (Two Lakh Sixty Six Thousand four hundred Only)**. Your salary break up is provided in enclosed Annexure!

All amounts payable are subject to deduction of taxes and other contributions that are required to be made under Indian laws or the policies of the company. This CTC would be reviewed periodically as per the norms and practices of the company.

### **Further you are in the service on the following terms and conditions:**

- 1 - Every Month Two bookings are compulsory if you will complete your monthly target then you will be eligible for 100% salary.
- 2- If you have done less than two bookings then you will be eligible for 80% of your Salary (1 or 1.5 Booking)
- 3 –If you fail to achieve your target then you will receive 75% of your salary.

### **Your date of joining would be 22/12/2021**

You are required to understand and accept the terms & conditions of the company at the time of joining and documents submission. At the time of joining we would require the following documents from you:

1. 4 color photographs in formal attire.
2. 1 copy of all qualification certificates and other certificates
3. Photo ID Proof(Copy of Driving license/Passport/VoterID's/Adhaar)
4. PAN Card/Banker's signature verification letter.

You are required to undertake that this offer letter will be kept confidential and not be used for any personal gains. All information shared with you at the time of interview regarding the **MDN** must be kept confidential and not disclosed to any person or organization.

**MDN Properties Pvt Ltd**

Corporate Office: Offc.Specilist business centre near Nicmarcollege.Tel : +91-8999136357.Email: hr@mdnproperties.com

Website:[www.MdnProperties.in](http://www.MdnProperties.in)

Employee Remuneration details			
Salary Breakup			
Employee Details	Name	SAKSHI DHOKATE	
	Designation	Relationship Manager	
	Department	Sales	
	Date of Joining	22 -12 -2021	
<b>Compensation &amp;Benefits</b>	Per Month	Per Annum	Remarks
Basic salary	10800	129600	FIX
Convenience Allowance	2000	24000	FIX
HRA	3240	38880	FIX
DA	2160	25920	FIX
Special Allowance	3800	45600	FIX
Fixed Compensation	22000	2,64,000	FIX
PT	200	2400	Deduction
	<b>Sub Total</b>	<b>Per Annum</b>	
	<b>22200</b>	<b>2,66,400</b>	
<b>Following Benefits are above and over CTC :</b>			
B	Group Medical Insurance Cover	Inr : 2,00,000	As per the current company policy and the value coated on cover, this price will applicable only after provision period

**You will be eligible for incentives: Spot Incentives +incentives as follows:**

Incentives are based on number of site visits and booking through you!

Please sign and return a copy of this letter to acknowledge receipt as well as token of acceptance within 2 days of the date of offer , failing which it shall be considered Withdrawn.

Kindly carry the offer letter along on your day of joining.

Yours faithfully,

For,  
MDN properties Pvt Ltd



Received & Accepted,

SAKSHI DHOKATE

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