# Letter of Offer

SCHOOL of BUSINESS ORGANIZATION

-Your Dream Life Search End Here

STAFF ID: SBO00100500521

01- 05-2018

**SURESH R**

1/103/18,Muthunagar,

Kadukkarai(po),Kanyakumari
629851

Dear Mr/Ms SURESH R

We are pleased to offer you the position of **MOBILE EXECUTIVE** (copy paste & sms sending) in our **SCHOOL of BUSINESS ORGANIZATION** based at **TIRUVANNAMALAI.**

Your immediate supervisor will be **SELVAM.P.** We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

* **Salary:** Monthly gross starting salary of **Rs.16,000**, subject to other statutory deductions
* **Incentive:** As per the prevailing company scheme.
* Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till **01-05-2018**.  Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from our office address within 3 days.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **Tiruvannamalai office**.

Please submit the following documents to OFFICE at the time of your joining:

 (1) Photocopies of your Education certificates, (2) Passport-Size Photo 1,

(3) Aadhar Card Photocopies, (4) Proof of Address.

We look forward to welcome you aboard.

Sincerely, Signature of the Applicant

For: **SCHOOL of BUSINESS ORGANIZATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 **SUPERVISOR**

**Office: 1415/H, Ayyappan Nagar, Seriyandhal, Tiruvannamalai – 606 604, 04175-243 234,** **sbooffice@sboweb.org.in****.**

# Appointment Letter

SCHOOL of BUSINESS ORGANIZATION

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STAFF ID: SBO00100500521

1st May, 2018

**Subject:** Letter of Appointment

**Dear Mr. SURESH R**

This has reference to your application of **SCHOOL of BUSINESS ORGANIZATION**. We are pleased to appoint you as **MOBILE EXECUTIVE** in its COPY PASTE & SMS SENDING function based at **TIRUVANNAMALAI**. Your employment will be governed by the following terms and conditions:

1. ***Monthly Gross Salary***

You will be paid a monthly gross salary of **Rs.16,000** per month.

1. ***Working Hours***

 Your working hours will be 5:00 am to 10:00 pm as per the current company policy. The company observes a 7 day work week.

1. ***Date of Appointment***

Your date of appointment as per company records is **1st May 2018**.

1. ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

1. ***Responsibilities***

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company’s Performance Management System.

Cont – point 5

1. ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company’s affairs of administration, whether the same may be confident to you or become known to you, in the course of your service or otherwise.

1. ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

1. ***Important Conditions***
	1. When you receive the office calls compulsory response.
	2. If you not response our office calls continually 6 times we are terminate your id.
	3. In case of any reasons to terminate your id refundable is not applicable.
	4. If any misuse company information’s and misbehavior activities we are take actions based our company policy.
	5. Call only our business day and business hours.
	6. Call your query related contact number we are provided.
	7. Your 1st salary will be credited only after complete 30 days from your joining. Because your account activation and its training period.
	8. After complete 1st salary you will receive every Saturday.
	9. Every transaction deducts admin charge 15%.
	10. If any office visiting before that make an appointment.
	11. Your id validity is only 5 months after complete that renew your id.
	12. In case of you are reliving before 5 months of our company we are deduct 50 % payment your deposit amount.
	13. Any changes of company procedure, leave, updating etc. visit our website notice board.
	14. If any meetings, tours, any other programs we are organize you must participate.
	15. In case of any reasons to take leave you must inform your supervisor.

Cont – point 8

SALARY CREDIT BASIS:

1. Your basis salary Rs: 16,000 eligible you to do bellow performance.
2. Minimum 25 copy paste work per day your supervisor inform method’s
3. Minimum 8 data base sending per day.
4. Data base collecting via SMS, WHATSAPP, CALLS any one your supervisor mentioning options.
5. In case you are not reach your minimum level of performance we are reduce your salary on your current performance.
6. Your salary Rs: 16,000 splitting below method’s
	1. 50 % of salary based on data base sending.
	2. 30 % of salary based on copy paste work.
	3. 20 % of salary based on your performance.

1. ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company’s employees and are subject to amendments and adjustments from time to time and inform you.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to office address within 3 days.

We welcome you to the **SCHOOL of BUSINESS ORGANIZATION** family and trust we will have a long and mutually rewarding association.

Sincerely, Signature of the Applicant

For: **SCHOOL of BUSINESS ORGANIZATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 **SUPERVISOR**

**Office: 1415/H, Ayyappan Nagar, Seriyandhal, Tiruvannamalai – 606 604, 04175-243 234,** **sbooffice@sboweb.org.in****.**

# Confirmation Letter

SCHOOL of BUSINESS ORGANIZATION

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01-05-2018

SURESH R

KANYAKUMARI

Dear SURESH R

All other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with SCHOOL of BUSINESS ORGANIZATION.

Note: Please sign the duplicate copy of this letter as a token of acceptance of the same and send to office address within 3 days.

For, Signature of the Applicant

**SCHOOL of BUSINESS ORGANIZATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SELVAM

SUPERVISOR

**Office: 1415/H, Ayyappan Nagar, Seriyandhal, Tiruvannamalai – 606 604, 04175-243 234,** **sbooffice@sboweb.org.in****.**