

Applicant ID :M58585.
Name :MANOJ
Location :DELHI

OFFER LETTER

Dear **MANOJ**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **MANAGER** on deputation to our client **Himalaya Wellness Company** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 152,000.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **DELHI**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process.

This employment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer letter is valid till the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **01-01-2023**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
 - Aadhar card for proof of identity, proof date of birth and proof of address.
 - Educational certificates
 - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
 - PAN Card, Bank A/C details with proof
 - Six passport size photographs
 - Experience certificates and relieving letter from your previous employer (if applicable).
 - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

Adecco India Pvt. Ltd.



Arun Soman
Sr. Manager - SSC



Girija Prabhakar
Sr. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____