



Date: 18-12-2021

Ms. Ritika Chauhan,
116-D,
Dhawalgiri Apartment,
Sector 11,
Noida - 201301

Dear Ritika,

With reference to your application and subsequent interviews you have had at **CashurDrive** we are pleased to inform you, that you have been selected for the post of **Executive- Client Servicing** in our **Sales & Marketing department**. You will be deemed to be under probation for a period of 3 months.

As discussed with you, your employment will be effective from the date of joining i.e., **2nd January, 2021**. Your annual CTC will be **Rupees 3,31,200** per annum (Three Lakh Thirty-One Thousand Two Hundred per annum).

Your Offer would be subjected to final approval and Reference Check, In Case the Approval or Ref. Check turns negative, your candidature would be deemed null and void.

Please report to office address at 10:30 am on the date of joining and carry all documents mentioned below:

- 1 Relieving letter from the last employer or Acceptance of Resignation
- 2 Last salary slip / Proof of salary of the previous organization
- 3 Four Passport size photograph
- 4 Proof of Date of Birth and Residence (Aadhaar card mandatory)
- 5 Photocopies of educational qualifications (10th std onwards)
- 6 Bank account details (Cancelled cheque/ Passbook copy)
- 7 Medical fitness certificate

Please sign a copy of this letter to acknowledge receipt as well as token of acceptance.

If acceptance is not received within 1 days of the date of offer, it will be considered cancelled.

Kindly carry the offer letter with you on your day of joining.

Yours faithfully,

HR Manager
CashurDrive Marketing PVT LTD

Annexure 1

The general terms and conditional as applicable to you are as below:

Employment

Employee hereby accepts such employment upon the terms and conditions set forth herein after. The appointment provides for exclusive working for CashurDrive. You will therefore not undertake any other work of assignment during your tenure with CashurDrive.

Your probation period will be 3 months.

Place of work

The place of work will be as designated by the company and can be subject to change depending upon business requirements.

Hours and Travel

Our standard office hours which are also applicable to you are 10:00 a.m. - 6:30 p.m. Monday to Saturday.

Exigencies of work may necessitate an employee to stay in office beyond regular working hours and even work on weekly offs/ holidays.

Public holidays will be observed as applicable to your respective office/location. Your work is of continuous responsibility and does not entail payment of overtime. You will be expected to work the hours required to complete your assigned duties.

Duties

Employee shall abide by the employer's rules, regulations, policies and practices, as given by employer time to time.

These rules, regulation, policies and work conditions may change or terminate, solely upon the employer's discretion and without consent of the employee.

An employee shall maintain secrecy about the affairs of the company.

Code of Conduct

The Code of Conduct addresses how people in our organization should behave and conduct business in a wide range of settings and situations.

Separation

Either party, with or without cause, may terminate Employee's employment at any time with a prior notice of 30 days (if probation is completed) or payments of 30 days of your salary in lieu of notice, except when the employment is terminated due to misconduct, NON adherence to company policies or unauthorized absence of more than 3 days.

Under probation either party can terminate the contract in a one-day notice period.

Upon separation, the employee must return all records, manuals, client records and any other information meant solely for the use of the employee during the course of employment with CashurDrive.

Looking forward to your long-term association with us.