SIGMA STAFFING SOLUTIONS PVT. LTD.

(AN ISO 9001 : 2015 CERTIFIED COMPANY)

SSSPL/HR/LOO-MARCH-2024 Date: 01.03.2024

Mr.Ramavtar Sharma,
S/o Ram Kishan Sharma,
R/o Gayatri Nagar,
Dausa, Rajasthan-303303

Mob . No.:- +919772737737

Letter of Offer

Dear Ramavtar,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you this offer of engagement as **Fulfilment Officer** to perform duties with our client. You will be paid Take Home salary of **Rs. 13,602/-** per month. You will be initially deputed at **Dausa,** office of the client.

This offer is subject to:

1. Your joining shall be on or before **04.03.2024.**
2. The information provided by you in Employment Application and interview is correct and valid.
3. Your medical fitness.
4. On the submission of following documents and Verification of your credentials, testimonials and other particulars.
    a. Proof of your academic/professional qualifications & Date of Birth.
    b. Proof of address/Identity (copy of Aadhaar card/Passport/PAN Card/DL).
    c. Salary slips of past 3 months from the last employer.
    d. Experience/Relieving certificate from previous employers.
    e. Latest Passport size Photograph (5 copies).
    f. Family Group Photograph (Postcard Size).

This engagement is valid for one year or upto the validity of our contract for Manpower services with our client whichever is earlier.

Detailed engagement letter mentioning terms & conditions will be issued at the time of your joining. Any claims based on alleged verbal promises by any authority in the organization, not a part of this letter will not be entertained.

We welcome you to Sigma Staffing Solutions Pvt. Ltd. and look forward to have a happy association with us. We request your confirmation of acceptance of this offer by returning us a signed copy of this letter.



Admin Office: 2nd Floor, 112/1-C, Benajhabar Road, Swaroop Nagar, KANPUR-208002
Phones: 0512-2530300, 2548393, Email: info@sigmastaffing.co.in

ANNEXURE

Ramavtar Sharma

DESCRIPTION	PER MONTH	PER ANNUM
BASIC	10714	128568
HRA	4286	51432
EARNED SALARY	**15000**	180000
DEDUCTION :		
EPF @ 12%	1286	15428
ESI @ 0.75%	113	1350
Take Home (P.M.)	**13602**	163222
CONCEQUENTIALS :		
EPF @ 13%	1393	16714
ESI @ 3.25%	488	5850
BONUS	892	10704
CTC	**17772**	213268

