Tistabene Enterprises Private Limited A-6,7,8, Shyam Nath Tiwari Ji Ki Bagichi, Tiwari Ji Ka Bagh, Fateh Tibba, Adarsh Nagar, Jaipur, Rajasthan 302004
(Ph): 0141-4040644

28 May 2024

Dear Kshitij Mangal,

Sub: Offer of Appointment for the position of Human Resource Executive- Jaipur.

This is with reference to your application and subsequent interviews you had with us. We are pleased to offer you the position of **Human Resource Executive** based at **Jaipur.** At fixed CTC of INR **3.96** Lacs per annum. (Rupees **Three Lakh & Ninety-Six Thousand** per annum only). Please refer to annexure for detailed salary breakup.

Kindly send us the accepted copy of this letter within 2 days of receipt of the letter.

During the meeting with you, we have explained you the terms and conditions of your proposed employment with us. Further, we would like you to inform your tentative joining date which will be considered as your confirmation for the joining in our organization. The detailed Appointment Letter and CTC details will be issued on your joining to our organization.

Guidelines for Joining:
The documents to be furnished at the time of Joining are:

1. Copy of Address & ID Proof
2. 2 Photographs
3. Copy of Educational Testimonials
4. Copy of cancelled cheque for salary process
5. Copy of Professional Testimonials (if any)

- Appointment letter (Previous Company)
- Relieving & experience documents (Previous Company),
- Last 3-month pay slips

Yours Sincerely
HR, Tistabene Enterprises Private Limited.

This offer letter is subject to a satisfactory reference ad background check to be completed by the company. The Company at its option might insist on a pre-employment medical check-up for the employee, and clearance for the same is mandatory for the employment. All information provided to the Company shall be treated as correct. If at any stage during the employee's employment, any information provided by the employee is found to be false or misrepresented, the Company shall reserve its right to terminate the employment immediately, without any notice due. Use of above letter for further employment or job reference is prohibited and may invite legal action.

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Annexure

Name:	**Kshitij Mangal**	**Designation:**	**Human Resource Executive**
Department	**Human Resource**	**DOJ:**	**3-Jun-24**
Location:	**Jaipur**		

		Monthly	**Yearly**
Fixed Cost-to-company		**33,000**	**396,000**
Variable Pay for Performance**			-
Total CTC including VPP			**396,000**
(a)	Basic salary	19,800	237,600
(b)	House rent allowance (HRA)	7,920	95,040
(c)	Washing Allowance	5,280	63,360
Total Gross (A)		**33,000**	**396,000**
NET TOTAL - (In Hand Salary)		**33,000**	**396,000**

All Amounts above are pretax amounts and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements, as non-taxable components, employee will need to submit receipt/bills; otherwise they will be paid as taxable components.
**Variable payout shall be subject to the business/organization and employee meeting performance standards and the employee being on active payroll as on date of disbursement.