



# SAI HOT LINE SERVICES

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E-mail : saihotlineservices@yahoo.in

Ref: BNCPPPL/PNA/HRJOL/24-25/0014

Date: 06/06/2024

**Mr. Priyanka Ganesh Saraf**

Plot No 117, s no 510/1, Samrat Colony,  
Jalgaon, VTC: Jalgaon,  
PO: Jalgaon, Dist. Jalgaon.  
Maharashtra, 425001.

Sub: - Offer Letter for the post of "**Trainee Account**", **Grade-S**.

Dear Mr. Priyanka,

This is in reference to your application Dated **23/05/2024** for the post of "**Trainee Account**", and subsequent interview on same day. We are pleased to inform you that, you have been selected for the post of "**Trainee Account**", initially at "**Pune, HO**" in our organization, on the following terms and conditions of your employment:

Your gross CTC per annum including all perquisites and benefit (under all applicable laws and regulation with any new/changed amendment in future or time to time) will be **Rs.1,80,000/-** (Rupees One Lakh Eighty Thousand Only) including food allowance. Detailed Salary structure is attached.

1. At the time of joining duties, you will have to bring with you the certified the copies of all the certificates and testimonials (including clearness/ Release certificate from previous employer, if any) for our records together with their originals for verification and two recent stamp size photographs.
2. The probation will be for a period of **one year** with effect from the date of your joining the duty. Please note on your review if it is found that probation needs to be extended then your probation period may be extended from time to time as per the company policy.
3. During the course of your probation period, you will carry out all directions and instructions issued to you by the company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. The course and manner of your probation will be decided solely by the company at its discretion, and you may be required to work, as part of your probation in any of the Departments/ Offices/ Projects of the company and/or its associates/ subsidiary companies/ anywhere within India or other parts.
4. During the course of your probation period your progress will be evaluated from time to time and confirmation will be subject to your overall performance and shall be the discretion of the management. In probationary period, your services would be liable to be terminated without assigning any reason but by giving **one months'** notice or payment of an amount equal to **one month's** gross salary in lieu thereof by either side.

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6. Your probation period with us will automatically terminate at the end of one year from the date of your joining. Please note that upon completion of your probation period the company is not under obligation to consider you for employment.
7. During the probation period if your work and performance is not satisfactory your service may be terminated by giving 24 hours' notice which may please to be noted.
8. Your service is liable to be terminated without notice any time for such acts of commission or omission on your part, which may be in the opinion of the management detrimental or prejudicial to the interest of the organization.
9. The company reserves the right to terminate your probation time without assigning any reason and without notice.
10. You will be required to undertake travel as and when required by company, in such case you will be entitled to claim travel allowance/expenses as per the rules applicable to you.
11. You shall keep us informed about the changes of residential address. We shall enter into correspondence on the last known address only.
12. Legal matter arises if any, jurisdiction will be Pune Court only.
13. You have to report your daily work to corporate office through email and WhatsApp group to concern person daily.

If the above conditions are acceptable to you, please sign and return the duplicate copy of this letter as token of your acceptance to reach us within 7 days from receipt of the offer letter, failing which this offer shall automatically stand cancelled without any further communication to you.

We are confident that this is the beginning of your long and fruitful association with our Organization.

Thanking you,

**Yours faithfully,  
For Sai Hotline Services**

*P. N. 07*  
**Authorized Signatory**

