



11<sup>th</sup> Feb 2021

**Ms. Lokhesh S**

No.2, Venkateswara Oil Mill Street, Kamaraj Nagar, Avadi, Chennai- 600 071.  
9840850826

Final Year Student of M.Arch, Satyabhama University

Dear Ms. Lokhesh S,

**Sub: Offer Letter**

***Congratulations!*** With reference to your application and the subsequent campus interview you had with us, we are pleased to Offer you the post of “**Business Development Executive**” at **L1 Supply Networks Pvt. Ltd.**

Your Base Location will be **Chennai – Thiruvannamiyur Office**

***Tentative Date of joining will be in July/August 2021. Date of Full Time Onboarding & part time training program will be communicated separately***

*This Offer will be valid subject to you submitting all educational related documents as communicated earlier.*

**General:**

Your reporting relationship and responsibilities shall be assigned to you time to time.

Your employment will be on probation for a period of 6 months after the completion of training.

On completion of the successful probationary period, your employment will be regularized.

During the training and probationary period, the management reserves the rights to terminate the employment without any prior notice as an action upon unsatisfactory performance, misbehavior, wrong attitude towards work and any such non-suitable findings

**Compensation:**

-Your Yearly compensation – total cost to company (CTC) shall be maximum of **Rs.2,40,000/- (Rs. Two Lakhs Forty Thousand)**

(Fixed salary of Rs.15,000/month + Variable Component of Maximum additional 5000/Month +Petrol allowance)



-You shall be governed by the Service Regulations of the Company as amended from time to time and administrative orders of the Company and any such other rules / orders that may be in force.

### **Job Responsibilities:**

**The listed job responsibility is inclusive but not an exhaustive list of requirements**

- Identify Potential Prospects in your defined territory & reach out to right people in person and over the phone and deliver a sales pitch.
- Identify the customer need & offer them the customized solution suiting their need in order to convert them as a L1 Supply Customer.
- Responsible for end to end sales from identifying & nurturing lead to payment collection
- Work Collaboratively with the other team members to ensure company objective is met

While this is intended to be a broader reflection of the current job, management reserves the right to revise the responsibilities or to require that other or different tasks be performed as assigned.

### **Working days and working hours:**

Monday to Saturday will be the regular working days. However, in case of any special need arises such as trainings, review meetings, etc., Sunday will be announced as a working day with a prior notice and with a compensatory day off.

9.30a.m to 6.30p.m will be the regular working hours.

### **Leave Policy:**

During the probationary period, every non – working day, other than the listed holidays will be treated as loss of pay.

It is advisable to avoid taking leaves from the duty unnecessarily.

However, on any unavoidable circumstances employee can request for leave by producing a duly filled in leave request form upon which the immediate supervisor will decide after due consideration.

Taking leave frequently will lead to the termination of the employment

### **Transfer and Deputation:**

-Your services are liable to be transferred or deputed, temporarily or permanently to any of the units or branches of the company in India or abroad at the discretion of the management.



-In the event of your transfer/deputation, the rules relating to transfer / deputation will be applicable to you and you will be governed by the rules and regulations applicable of the management.

**Confidentiality:**

During the course of your employment with us you will have access to business information, which is confidential in nature. It is clearly understood and expressed that you shall not divulge any such information to anyone outside of the company during or after leaving the services of the company.

**Other norms:**

-You will abide by the rules and regulation of the company, which are in existence or framed from time to time. You will not provide any false or wrong information to the company and thereby derive any financial or other benefits or advantages for yourself.

-On your taking up the employment with us you will have to produce the necessary certificates (Photocopies) in support of qualifications, experience and age for the purpose of verification in addition to two passport size photographs.

-You will Successfully complete your graduation & produce your provisional/degree certificate

Please sign the duplicate copy of this offer letter as a token of you having read, understood and accepted the appointment.

Welcome to the L1 Supply's family and look forward to a long, fruitful and exciting association with you.

*Yours faithfully,  
for L1 Supply Networks Pvt Ltd.,*

*R.Ganesh Kumar  
Director*

I have read and understood the terms and conditions of this appointment letter and accept the same

**Lokhesh S**