

OFFER LETTER

Date: 04/06/2021

Place: Chennai

Dear Indhumathi. L,

Congratulations, we are pleased to inform you that further to your excellent performance in subsequent interviews you had in **OPPO Recruitment 2021**, you have been selected as **HR Executive in HR Department**. Your workplace will be **Chennai**.

You will be under probation period (1-3 Months) from your date of joining (07/06/2021). During this period, your gross salary will be Rs.14500/-, Allowance Rs.1000/-. After your successful completion of your probation period, you will be eligible for **Gross Salary of Rs.14500/-, KPI of Rs.2000/ (Max 100%) and Allowance of Rs.1000/-**.

The company also provides employee benefits such as, Statutory benefits such as ESI & PF, Group Personal Accident Insurance, Training with pay, yearly twice promotion chance, Employee welfare gifts, Team building activities, Festival gifts.

Please note that matters concerning salary & benefits are to be treated in strict confidence between you and the company and should not divulged to anyone else.

You are requested to send the below mentioned documents for your joining process.

1. Aadhar Card (Mandatory)
2. Bank Passbook/Cancelled Cheque leaf (Mandatory)
3. Pan card
4. 3 - Passport size photographs
5. Educational documents (Photocopies)
6. Experience letter (If any)

Welcome to OPPO. We look forward for mutually rewarding professional relation with you.

For BRO MOBILE TRADING PVT LTD



AUTHORIZED SIGNATORY