

Letter of Offer

18<sup>th</sup> November 2022

Bangalore

Dear Bishorjit,

With reference to your application and subsequent interviews you had at Kikkoman India Private Limited we are pleased to inform you that you have been selected for the post of "Sales Representative"

You will be deemed to be under probation for a period of 6 months. On the basis of your performance, the company would be pleased to confirm your appointment. As discussed with you, your employment will be effective from the date of joining, which shall not be later than 28<sup>th</sup> November 2022

**Kindly refer to Attachment A for the detailed CTC break up.**

This offer letter is also contingent upon successful completion of background check, including a check of your employment references. This offer can be rescinded based upon data received in background check.

At the time of joining, we would require the following documents from your end:

1. 2 color photographs
2. 2 references (contact details – name, designation, telephone no., address, email-id of previous employer (if any))
3. 1 Copy of all qualification certificates and other certificates
4. 1 Copy of all past experience certificate along with the last 3 months pay-slips.
5. Copy of salary certificate or Form-16 of previous organization.
6. Copy of PAN Card (Photo ID)
7. Copy of Aadhar Card (Address proof)
8. Copy of Passport (if available)

In the meanwhile, if you have any queries please contact us on +91-9689880721.

Please sign a copy of this letter to acknowledge receipt as well as token of acceptance.

Thanking You,

Yours Sincerely,

For Kikkoman India Pvt. Ltd.

Authorized Signatory

Received & Accepted

Lourebam Bishorjit Singh

PRINCIPAL

INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Sy No 58, Chembaganahalli, Near Dommasanadra Circle,  
Sariapur Road, Bangalore 562 125 INDIA

\*This copy does not require authorized signatory's signature





**Attachment A**

**Name: Mr. Lourembam Bishorjit Singh**  
**Designation: Sales Representative**

**CTC Structure**

Components	INR Per Month	INR Per Annum
Basic	12,000	1,44,000
House Rent Allowance	6,000	72,000
Medical Allowance	1,250	15,000
Personal Allowance	4,750	57,000
<b>Gross Salary A</b>	<b>24,000</b>	<b>2,88,000</b>
<b>Provident Fund B</b>	<b>0</b>	<b>0</b>
<b>Annual Bonus: C</b>	<b>0</b>	<b>24,000</b>
<b>TOTAL CTC (A + B + C) = D</b>	<b>24,000</b>	<b>3,12,000</b>

**Other Benefits**

Performance related bonus	24,000 INR	Payable when 100% of sales target achieved
Performance related bonus will be payable as per the details and dates mentioned in the employment agreement.		

**Important Notes:**

1. Professional tax is subject to CTC and Location
2. Income Tax is subject to CTC
3. Your compensation is personal and confidential to you. Sharing / disclosing the same with anybody other than the designated authority is permitted. The company reserves the right to change, modify or alter the compensation structure.

**For Kikkoman India Private Limited**

**Authorized Signatory**

**Received & Accepted**

**Lourembam Bishorjit Singh**



\*This copy does not require authorized signatory's signature