



**Ms. Aakriti Mishra**  
Flat no. E-203,  
Hill View Apartment,  
Sector 46, Faridabad,  
Haryana 121010

16<sup>th</sup> February 2021

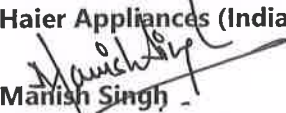
**Sub: Letter of Intent**

**Dear Ms. Aakriti**

- 1) This has reference to your application for a suitable position in our Company and further to the interview, you had with us. We are pleased to make you an offer of appointment for the position of **Management Trainee - Sales & Marketing** in our Company.
- 2) You will be designated as **Management Trainee - Sales & Marketing** at Grade **G2L** and initially you will be located at **HO**.
- 3) Your salary, perquisites and other terms and conditions will be as per details enclosed in Annexure I. You are required to join the services of the Company on or before **1<sup>st</sup> March 2021** failing which it will be assumed that you are not interested in the offer and the same will be deemed to have been rescinded with no obligations on the Company.
- 4) Kindly bring with you the following documents, in originals for verification and issue of appointment letter:
  - a) Birth certificate, or equivalent proof of your date of birth
  - b) Educational certificates, as well as mark sheets of your graduate and post-graduate degree (as applicable)
  - c) Experience certificates
  - d) Certificate/proof of the last salary drawn.
  - e) Medical Certificate from a certified medical practitioner
- 5) This letter is being sent in duplicate. Please sign and return a copy of this letter as a token of your acceptance of the offer within 2 days of the date hereof, failing which the same will be deemed to have lapsed.

Yours sincerely,

For and on behalf of  
**Haier Appliances (India) Pvt. Ltd.**

  
**Manish Singh**  
**HOD – HR & Admin.**

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I accept the offer of appointment for the position of **Management Trainee - Sales & Marketing**.

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**Aakriti Mishra**



## ANNEXURE I

Ms. Aakriti Mishra

Earning		
<b>A. Fixed Pay Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	15000	180000
HRA	7500	90000
CCA	6000	72000
Child Education Allowance	200	2400
Personal Allowance	13961	167532
<b>Subtotal - A</b>	<b>42661</b>	<b>511932</b>
<b>B. Other Reimbursement Component</b>		
Meal Vouchers	0	0
LTA	0	0
<b>Subtotal - B</b>	<b>0</b>	<b>0</b>
<b>Gross Earning (A+B)</b>	<b>42661</b>	<b>511932</b>
Deductions		
<b>C. Statutory Benefits</b>		
PF Employer Contribution	1800	21600
Gratuity	722	8664
Medical Insurance Premium	650	7800
<b>Total Deductions</b>	<b>3172</b>	<b>38064</b>
<b>Grand Total - CTC (A+B+C)</b>	<b>45833</b>	<b>550000</b>

*Aakriti Mishra*