

To,
Mr. XYZ,
Mobile Number – xxxxxxx

Sub : **Your Appointment as Sales Manager.**

This has with the reference to your application and subsequent interview with us, we have pleasure to appoint you as **Sales Manager** in our organization.

1. **Date of Joining** : **19.09.2024**

Your appointment shall be governed by the service rules and the working rules of our company enforced from time to time.

2. **Probations** : You will be under probation period for **12 months**, but you may be confirmed within this period subject to your performance & conduct.

3. **Area of Activity** : Your headquarter will be at **xyz city**. You are liable to be transferred from one territory to another as per the decision of the Management.

4. **Job Discription** : You will devote full time to the work of **Sadee World Pvt. Ltd.** and shall not undertake any direct /indirect business/ work / assignment etc. even on part-time basis whether for any consideration or not, save with the prior written permission from the Company.

You will use your best efforts in the performance of employment duties assigned to you from time to time and to, at all times, act in good faith and in the best interests of Sadee World Pvt. Ltd. you will comply with all rules, regulations and procedures established by **Sadee World Pvt. Ltd.**

You will be liable to do your duties diligently and sincerely. You will submit your reports and required informations regularly as per policy of the company. These may vary from time to time depending upon the Management's requirement.

You are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct. You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. The ownership of all developmental work and documentation created by you shall from the moment of its creation, vest in **Sadee World Pvt. Ltd.**. Thus, you agree to assign and do hereby assign to **Sadee World Pvt. Ltd** SDW's nominee, your entire right, title and interest in all developments.

5. **Salary & Allowances** : During the probation period your remuneration package will be as per **ANNEXURE**. Annual increment shall depend on your performance, attendance and general conduct. Such increments will be once in a year.

The entitlement is for 12 days in a year. Other terms and conditions will be applicable to you as per leave policy in force. The company observes 10 holidays for religious activities / social activities holidays which he can avail any day of the year as per the policy in force.

Initially you are posted at our **XYZ city** however your services may be transferred to any of our existing / to be setup in future establishments of the company or at our Client location situated in the country or abroad depending upon the exigencies of the work on the same terms and conditions of the appointment.

6. **Age of Retirement** : You will retire from the **Sadee World Pvt. Ltd.** services on reaching the age of 60 yrs. Or earlier if found medically unfit. The age or date of birth already given by you in your application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which you were born.
7. **Governing Law** : The validity, constructing, interpretation and performance of this Contract will be governed by Indian Laws and adjudicated upon by a competent Court in Indore.
8. **Resignation** : If you are desirous of leaving the services of the company, you shall give one month notice in writing to the company. Your resignation will be not accepted unless you handover the complete charge of your job as well as belonging to the company.
9. **Termination** : The company without assigning any reason by giving one month notice in lieu thereof can terminate your service after conformation.
10. **Target : (A)** Fullfilling the target is must, as decided by the Management, otherwise management has right to take any decision pertaining to your services.

(B) After Receiving the payment in advance, as per monthly target. Company will reimburse the salary & expenses
11. **Jurisdiction** : At Indor(M.P.), India.

This appointment is being made in good faith on the basis of your CV and other information provided by you. Any data, which is not in consonance with the information provided by you, shall result in termination of employment forth with and you shall indemnify **Sadee World Pvt. Ltd.** in full, for any losses suffered by **Sadee World Pvt. Ltd.** **Sadee World Pvt. Ltd** reserves the right to make suitable formal / informal checks with your educational institutions and previous employers as may be applicable. You are requested to produce all the documents as mentioned in the checklist attached on your date of joining.

You shall not accept any presents, commissions, or any kind of gratification in cash or kind from any person, party, firm or company having dealings with **Sadee World Pvt. Ltd.** group of if any companies and if you are offered you will report the same immediately to **Sadee World Pvt. Ltd.**

On matters not specifically covered in this Employment Contract, you shall be governed by **Sadee World Pvt. Ltd.** service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension / revocation, etc. from time to time **Sadee World Pvt. Ltd** decision on all such matters shall be final and binding on you.

The company reserves the right to change the terms and conditions of employment and its policies and procedures at any time.

If any clause in this agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this agreements will continue in full force and effect as if this agreement had been executed without such invalid provision.

We wish you a long and fruitfull association with the company.

Yours truly,
For **Sadee World Pvt. Ltd**
(C.E.O.) Encl. : Annexure.

ANNEXURE

Name : Mr. xyz
Designation : Sales Manager
Salary : Rs. 25,000.00

Daily Allowances :

DA (Local) : Rs. 200.00
Night Stay (DA) : Rs. 500.00
Staying : Rs. 800.00-1500.00
Travling Conveyance (Fare) : Rs. 4 per km
Out of HQ Bus/Train/Flight : As per Actual(Out Station)

Incentive :

After 100 Distributors & Min. Rs. 50 lacs Sales Target
Achivement up to March-25 per month

1.	<u>On Collection:</u>	<u>Monthly Collection Target</u>	<u>Incentive</u>
		ASM 80%	0.75%
		100%	1.00%
		RSM 80%	0.50%
		100%	0.75%
		NSM 80%	0.25%
		100%	0.50%
		Above 100%	2% of the extra collection of the Target.
2.	<u>Job Work of Waterproofing & Heat Proofing</u> <u>PU/Epoxy Flooring . Painting Coating</u>		<u>Rs. 2/- per sq.ft</u> <u>(On mutual consent)</u>

Yours truly,
For Sadee World Pvt. Ltd

(C.E.O.)