



Fixed-Term Employment Offer Letter

(Strictly Confidential)

Dear **Shiva**,

April 30th 2025

On behalf of **Cmunity Innovations Private Limited**, we are pleased to offer you the position of **Inside Sales Executive - Business Development** at our company. Based on your credentials and the information shared during your interview, we believe you will make a significant contribution to our organization.

Your annual CTC will be **₹181802 Net Take Home: ₹11404per month**. Please refer to Annexure-1 for the detailed salary breakup. The location for this role will be **Gurgaon** and your tentative date of joining is **1st May 2025**.

You may be required to relocate to a different location as per the business needs and job requirements of the Company

This employment will be for a period of 6 months, during which either party may terminate this arrangement at any time without providing a notice period. This agreement shall be valid till **October 28th 2025**. No further communication to terminate the agreement/offer shall be done after expiry of this agreement.

This offer is contingent upon verification of the following documents to be submitted on or before the date of joining:

1. Copy of your educational certificates
2. Copy of PAN Card and Aadhar Card
3. Two passport-sized colour photographs
4. Relieving letter from your previous organization
5. Last three months' salary slips
6. Full and final settlement details along with the last Income Tax Statement
7. Appointment letter(s) from previous organizations
8. Bank details (copy of passbook/cancelled cheque)

Your employment with the Company is subject to successful pre- or post-employment background checks. During your tenure, you will be required to adhere to the Company's service rules and policies, as issued or amended from time to time.

We hope you find this offer agreeable and look forward to receiving your acceptance.

Sincerely,

For Cmunity Innovation Pvt Ltd,

Chief of Staff

Accepted by: _____
(Shiva)

Annexure A (Salary Structure)

Name Shiva
Designation Inside Sales Executive
Date of Joining 01 May 2025
Location Gurgaon
Department Business Development
Mobile Number 8813008167

Components	Monthly	Annually
Gross Earnings Earnings		
Basic	13100	157200
HRA	0	0
Special Allowance	0	0
Gross Earnings Total	13100	157200
Deduction- Employee Contribution		
PF	1572	18864
ESI	98	1179
LWF	26	314
Employee Statutory Deduction Total	1696	20357
Net Take Home	11404	136843
Deduction- Employer Contribution		
PF	1572	18864
ESI	426	5109
LWF	52	629
Employer Statutory Deduction Total	2050	24602
Total Employer CTC	15150	181802

Monthly Salary Payout ₹11404
 (After PF, ESI, but before Income tax & PT deduction)

You will be eligible to receive an incentive of Rs. 1,000 for each sale made by you during the course of Your employment, subject to achievement of sales targets as defined and assigned by your reporting manager. the incentive will be applicable only for sales that are duly recognized and approved by the company in accordance with its internal policies and procedures

Sincerely,
 For Cmunity Innovation Pvt Ltd,

Chief of Staff

Accepted by: _____
 (Shiva)