



To,
Mr.Vinod kumar
28949,st.no4d,
Pratap nagar ,
Dist.Bathinda
Mobile no.:- 8556022067

Subject: offer letter for the post of Senior Medical Representative on probation .

Dear Mr. vinod kumar,

We are pleased to offer you, the position of Senior Medical Representative for the territory of Bathinda with our organization Neelkanth Medi Point on the following terms and conditions :-

Job title

Your job title will be S.R.M. and you will report at Delhi office by e-mail or by courier.

Probation period

Probation period would be six month (6 month) from the date of joining .The probation period can be extended depending upon your performance . During the probation period your services can be terminated without any notice and without any assigning reasons basis on your work and your behavior.

Confirmation

The confirmation letter would be issued after the probation period is over .unless confirmed in writing you will continue to be on probation.

Place of posting

You will be posted at Bathinda , Punjab. You may however be required to work at any place of business which the Company has, or may later acquire.

Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.



Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof.

You may terminate your employment with the Company, without any cause, by giving no less than 1 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

Salary Structure

Basic Salary	15,000/- P.m.
Traveling and Daily Allowance	Flat 150/- per day .
Additional Benefits	Very shortly it will be intimated .
Performance incentive	After confirmation .
Telephone and internetnet	400/- /p/m.

Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.