

From,

Date :29-04-2021

**Emmar Associates
Rahmath Mahal Building
Kallai Road, Palayam**

To,

Miss Rojas

With reference to the personal interview we had with you over internet ,we are pleasure to offer you the position of ‘ Legal advisor ’ in our organisation located at Calicut, subjected to following scope of work ,

1. Your work will be from your home
2. Your appoint will be temporary until you complete the criteria.
3. You will get a new offer letter on you shifted to permanent post.
4. Being the temporary work you will be rewarded on commission basis.

YOUR DO-s AND DONOTS

1. Personal details should not be shared with client.
2. All calls must be recorded and send to company number on daily basis.
3. You should keep a note book for recording the call details.
4. You can use an alternative name for calling purpose.
5. Daily call sheet should be sent to company number.

OFFICE TIMING , DISCIPLINE AND BENEFITS

- ❖ Your calling time should be between 10am to 6 pm
- ❖ You can call the clients any day including Sunday.
- ❖ You must have minimum 20 hours calls in a week.
- ❖ Candidates who are idle for more than 3 days without valid reason will be expelled.

- ❖ Your commission amount will be credited only the account you given with us and will do immediately on completion of the work you caused.
- ❖ Any amount you spend for the company with the consent of the company will be eligible for reimbursement from company.
- ❖ Your commission will be credited in the same day work is confirmed. Work is said to be confirmed once the client paid the cost of the work in full.

Please note,

Your joining date as per record is 29th April 2021

Please sign and return one copy in token of having accepted our offer with your

Adhar card copy.

Bank details of the candidate.

Looking forward to a fruitful association

With

regards,

Yours truly

**MOHAMED RIYAS K
(CEO)**

Accepted: