



Date: 06/09/2022
NAME : PARTHA
GOSWAMI

Address: Plot no-
340, phase 2 Udyog
Nagar,

LETTER OF OFFER OF EMPLOYMENT-
SUPERVISOR

DEAR MR: PARTHA GOSWAMI

Following our recent discussions, we are delighted to offer you the Position of **SUPERVISOR** with Our Organization. Your shift will be in your residence location. Our Organization is describing key highlights about your organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service vice.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing

Title: SUPERVISOR
Start date: *12/09/2022*

Salary: *43,500 p.m. as a ctc of 4,66 per year.*

Hours of work: *8 hours in a day & 5 days a week.*

Reporting relationship: *You will report to your warehouse manager Miss. NIDHI*

Vacation: Vacation is 26 medical+ 16 casual leaves =42 leaves total.

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, an to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards (or Labor Standards) for *Your Province*

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Aarohi
General Manager
TATA MOTORS LTD

With the signature below, I accept this offer for employment.

Name _____

Date

Terms and conditions of employment can be included in a letter of offer, as shown here. Or they can be set out in an “Employment Agreement.” See the Sample Employment Agreement for an example.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization



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