

SAFEX/HR/OFFR/2/2025

04-Feb-25

Mr. ANJIT YADAV
S/O SHIVMOHAN YADAV, JAMALPUR
VARANASI, UTTAR PRADESH, 221105

Subject: - Offer Letter for the position of Team Member-Operations
Area: PATNA

Dear Mr. ANJIT YADAV,

With reference to your application and subsequent interviews you had with us, we are pleased to issue you this offer letter for the position of **'Team Member' - OPERATIONS** in **Cadre - 1 in LEVEL 1**. Your annual CTC (Cost to the Company) will be **INR. 206160.00 (Two Lakh Six Thousand One Hundred and Sixty Only Per Annum)**.

You are required to join on or before **02-Feb-25**, as mutually agreed. Please note that if you fail to join us as specified above, this offer will stand cancelled.

You are requested to furnish the following documents at the time of joining:

- Proof of your academic qualifications / professional qualifications / Residential Address (Ration Card / Passport copy).
- Axis Bank A/c number with Bank statement and Customer ID (If any).
- A Copy of PAN Card, UAN, Adhaar Card mandatory.
- Salary Certificate from the last employer.
- Relieving Certificate from your last employer / Experience Certificates.
- Two professional references.
- Last three months Bank Statements.
- Latest Passport size photographs (Self) – 5 Nos.

The formal offer of appointment will be given to you within two days of your joining duties. This offer letter does not confer any right or status of being an employee of the company, until issued a formal offer of appointment.

Please sign the duplicate copy of this offer letter to indicate your acceptance of the same.

We welcome you to **'Safexpress family'** and wish you a rewarding career with us.

Thanking you,

Yours truly,

For SAFEXPRESS PRIVATE LIMITED

ACCEPTANCE



PRITISH R.A SAH
Associate Vice President-HR

ANJIT YADAV

ANNEXURE

Designation	ASSISTANT	Department	OPERATIONS
Date of Joining	02-Feb-25	Area	PATNA

Component	Monthly Salary	Yearly Salary
Basic	7500	90000
House Rent Allowance	3750	45000
Performance Bonus	740	8880
<u>MONTHLY GROSS *</u>	11990	143880
<u>BENEFITS:CONTRIBUTION BY ORGANISATION</u>		
Bonus	900	10800
Provident Fund	900	10800
Esi - Company Contribution	390	4680
BRF	3000	36000
TOTAL FIXED COST(TFC)	17180	206160

NOTE:- TDS & Professional Tax will be deducted as per rules. Perquisites are non-encashable and non-transferable. Variable Pay if applicable is subject to achievement of targets as given by the Management from time to time. Targets may be single or multiple.



**[PRITISH R.A SAH]
Associate Vice President-HR**