



ASHMA MOTORS PVT. LTD

Manufacture of Electric Vehicles

CIN --U50300WB2021PTC244945



ashmamotorsltd@gmail.com

To,
Sanju Dey
H. No.19, Upper by lane 4, Near Kahilipara high school,
Colony bazar, Binovanagar, PO: Binovanagar,
DIST: Kamrup,
Assam-781018

Dear Mr.Sanju

We are pleased to extend an offer of employment to you at ASHMA MOTORS PRIVATE LIMITED. Your skills and experience are valuable to us, and we are excited to have you join our team.

This is an Offer Letter, and your date of joining will be 23rd May 2025 (23-05-2025).

The following are the terms and conditions of your employment:

1. Job Assignment

You are appointed as Area Sales Manager. During your employment, you will be responsible for executing various assignments and ensuring the efficient functioning of your department. Based on the company's needs, your skills may be utilized in other roles or departments. The management reserves the right to reassign roles and responsibilities as necessary.

2. Place of Employment, Transfer, and Working Hours

2.1 Your initial place of posting will be Baidyabati, Hooghly. However, you may be transferred to any department, post, or location where the company has or may establish operations.

2.2 You are expected to adhere to the working hours/shifts as communicated by your reporting manager. Owing to the nature of our customer-centric business, you may be required to work irregular or extended hours, weekends, or in shifts. Additional compensation may be applicable in such cases, as per company policy.

3. Salary, Allowances & Benefits :

3.1 Your Annual Cost to Company (CTC) will be ₹3,12,000 (Three Lakhs and Twelve Thousand Only). Monthly salary is subject to statutory and non-statutory deductions as applicable.

4. Probation, Confirmation & Termination During Probation

4.1 You will be on a probation period of 3 months from your date of joining. The management reserves the right to reduce, extend, or dispense with this period. No leaves are permissible during the probation period except in emergency cases. Either party may terminate employment during this period without notice.



196/243, N.T. Road, Baidyabati, Hooghly,
PIN 712222, West Bengal, India



+91 8697185501





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5. Termination of Employment:

5.1 Post-probation, either party can terminate employment by providing one month's written notice or payment in lieu thereof.

5.2 The company may terminate your employment without notice in the event of:

Gross misconduct

Fraud, negligence, disobedience, or indiscipline

Unauthorized absence

Any other conduct deemed detrimental to company interests

5.3 Any dues or liabilities owed by you will be deducted from the final settlement.

5.4 Upon termination, you are required to:

Return all company property and documents

Serve the complete notice period (leaves cannot be used to offset the notice period)

6. Leave Entitlement & Holidays

6.1 You will be entitled to leaves and holidays as per the company's leave policy. The management reserves the right to substitute public holidays with alternative working days.

6.2 All leave must be approved in advance by your reporting manager.

7. Employee Obligations

7.1 You shall comply with the company's Code of Conduct (Annexure B will be shared upon joining).

7.2 You are responsible for the safekeeping and return of company assets in your custody.

7.3 Keep your manager informed of your work status and provide explanations as required.

7.4 Do not accept gifts, commissions, or gratifications from clients or vendors. Report any such offers to senior management.

7.5 Absence for 7 consecutive days without prior approval will result in automatic termination without notice.

8. Confidentiality & Intellectual Property

8.1 Employment terms are confidential. Do not disclose them to others inside or outside the company.

8.2 You must protect and not misuse any proprietary or confidential information, including:

Client lists, marketing strategies, pricing, technical processes

Trade secrets, business plans, and internal records

8.3 Intellectual property created by you during employment (ideas, inventions, designs, software, documents, etc.) shall belong solely to the company.

9. Engagement in Other Business

9.1 You shall devote full time and effort to your duties. You may not take up other employment or business activities without prior written consent.

9.2 You must disclose any conflicting business interests before joining and during your tenure.



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10. Post-Employment Restrictions

You agree not to engage or participate, directly or indirectly, in a similar business or employment with a competitor for a period of two (2) years from the date of separation.

11. General Provisions

11.1 This appointment is governed by the laws of India.

11.2 If any false statement is discovered in your application or interview, the company reserves the right to terminate employment.

11.3 This offer is contingent on successful background verification.

11.4 By accepting this offer, you agree to be bound by the company's policies as amended from time to time.

12. Nature of Job & Performance Expectations

Your employment is performance-based. Monthly targets will be assigned to you. Consistent underperformance may result in further evaluation or action by management.

We look forward to a mutually rewarding and successful association.

Please confirm your acceptance by signing and returning a copy of this letter.

Sincerely,

For **ASHMA MOTORS PRIVATE LIMITED**

Authorized Signatory

Nawab Hussain

Candidate Acknowledgment

I accept the terms and conditions mentioned above and agree to join on the specified date.

Signature: _____

Full Name: _____

Date: _____



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