

Chennai
22/08/2024

Ms. SONA S KUMAR
Punukkannoor Perumpuzha Kollam
Kerala - 691504

Letter of Offer

Madam,

This has reference to your application and the subsequent interview you had with us. We are pleased to **Offer** you the position of **Sales Manager** in our Company at its **Branch Office, Kollam**. Brief terms and conditions of Letter of offer, are given below:

1. You will be on **probation** for a period of **six months** which may be extended at the discretion of the company. At the end of this period, if no letter is issued to you confirming the services, the period of probation shall be deemed to have been extended for a further period of six months due to unsatisfactory performance. Further during the period of probation or the extended period of probation, the company reserves the right to discharge you from the services of the company at any time without notice and without assigning any reason whatsoever.
2. Your initial place of posting will be at **Kollam**. However the company reserves the right to post you anywhere in India in any capacity. Further the company also reserves the right to change your designation or re-designate you based on the requirement and the nature of job assigned.
3. You will be paid an annual compensation package of **Rs.3,10,428/- (Rupees Three Lakhs Ten Thousand Four Hundred Twenty Eight Only)**, on cost to the Company basis (inclusive of Company's Contribution to PF, ESI, Gratuity Fund, etc., as applicable. You are eligible for productivity linked performance incentive as declared by the company from time to time which is inclusive of employer and employees contribution to ESIC, as applicable. Further, the company reserves its right to alter, amend, withdraw the incentive scheme at any time as per the requirement by the company.
4. Your appointment is target oriented and your KPI is given in the Annexure. Your Target is subject to revision from time to time.
5. You are responsible for achievement of the target and your performance will be reviewed on a monthly basis. The company shall have the absolute right to terminate your service without any notice period in case of unsatisfactory performance / non achievement of target.
6. Notwithstanding anything contained above, the company shall have the absolute right to terminate your services at any time by giving 60 days written notice or salary in lieu thereof. Further in case of resignation from your side, you have to give clear 60 days notice in writing or salary in lieu thereof and your relief from the service is subject to acceptance of your resignation by the competent authority. However, please note that during the probation period notice period is 30 days from either side.

You may return the duplicate of this **letter of offer** duly signed as a token of your acceptance. On reporting for duty, you will be issued an appointment order with detailed terms and conditions and employee service rules of the company and this will govern your employment with the company.

You should report for duty on or before **06th Sep 2024**. If you fail to report for duty as stipulated above, the offer stands cancelled automatically.

We wish you a successful, rewarding and enjoyable career in Star Health and Allied Insurance Company Limited.

With regards,
For **Star Health and Allied Insurance Company Limited**


Authorised Signatory

Accepted

Sign :
Date :

SONA S KUMAR

ANNEXURE

Sales Manager – Duties & Responsibilities

You will be responsible in delivering the agency fresh retail premium, hiring of agents and activation of the hired agents in the probation period (6 months) as per the KPI mentioned below.

KPI - Sales Manager (Non-Metro)						
Fresh Premium (in Lakhs)						
M1	M2	M3	M4	M5	M6	Total
0.25	0.30	0.40	0.50	0.60	0.75	2.80
Agents Hiring						
5	5	5	5	5	5	30
Hired Agents Activation						
3	5	5	6	8	10	



Authorised Signatory