

From: "Express Roadways" <recruitment@expressroadways.co.in>

To: "TPO MMIT" <tpo@mmmit.edu.in>

Date: 12/21/2021 4:54:16 AM

Subject: Appointment Offer with us based at MUMBAI wef 3rd Jan 2022 as an Executive Trainee

Subject: Appointment Offer with us based at THANE wef 3rd Jan 2022

**Dear Mr. Anil Vardhamane
Mr. Kunal Dnyaneshwar Suplekar
Mr. Ganesh Dilip Jambhale**

Greetings from **Express Roadways Pvt Ltd, a Reputed, Customer Focused** organisation engaged in the business of **transportation, WAREHOUSING** & also other forms of Logistics & **Supply chain including 3 PL services** with a strong desire to carve a niche in the field!!!

At the outset, would like to convey sincere thanks for the gesture and cooperation extended during the entire session of interaction in the recruitment process with us at various point of time. Indeed it was a nice session, the outcome is very much fruitful and "WIN-WIN" situation.

Subsequently in line with the discussion, pleased to offer this formal "Letter of Intent" to avail your services as "**Executive Trainee**" to be posted & based at **THANE**. This job carries **an CTC of Rs.13,700 /Per Month (Approx. Rs.10,000/ per month as THS up to April 2022 & CTC of Rs.3,00,000/ afterwards)**

The KRA for the referred position will be shared after completing the joining formalities for strict adherence and to achieve.

You being a team member of Customer relationship management will be directly responsible to the management and will coordinate with other Senior Members to enhance the working standard of the Employees as well vendors & customers with an aim to optimize the cost and increase of the service levels and customer satisfaction. You will be governed by the prevailing rules & regulations of the organisation which may be reviewed from time to time.

The **formal appointment offer letter along with the salary break-up** & your induction program will be provided to you at the time of joining and subsequently will chart out the RRO (role, responsibility and objective) of your Position. This position entitles to you to direct involvement with the Top line of the organisation from time to time. Pl find the Broad Break-up of the Employment

Herewith you are informed to confirm to **Join wef 3rd Jan 2022** for the needful arrangements. As discussed, after getting your confirmation necessary arrangement for Induction at our **Mumbai office will be arranged**. Pl bring & arrange for the below referred documents.

Documents Required for Joining (Pl Bring Original for Verification.)

1. 4 Photographs
2. Copy of Education Documents
3. Last Company Resignation and Relieving Letter
4. Copy of PAN Card
5. Copy of Aadhar Card
6. Crossed Cheque of any bank account in your name
7. Present address proof if different from Aadhar
8. Two Names with Contact Details for reference check
9. Confirmation Letter from the Institute for Admission into the Project/Training Session.

We make every effort to maintain cordial, fruitful and long-term association with our Employees and sure that you will enjoy working with our friendly and knowledgeable staff.

12/19/2022

Thanking and assuring for the best possible support at all time

Warm Regards,

Arpita Mohapatra
EXECUTIVE TRAINEE (HR)

Contact No: 7496961642

Express Roadways Pvt. Ltd.

#608, Jackson Crown Heights. Sector-10. Rohini. New Delhi: 110085.

