

## **OFFER LETTER**

**Date:- 09 September 2020**

Ref No: - AMZN/LOI/N/505823

Employee ID:- AMZN54QY1828

Reporting Date:- 18/09/2020

Helpline No. : +91 9507883869

Serial No. 87399

Job Location:- Chennai

**Dear R. Prabhakaran , Congratulations!**

Further to your recent meetings and discussions with us, we are pleased to offer you employment with **Amazon India Private Limited** ("the company") in **The Position of Supervisor**. Assistant Team Lead-Operations at the your job located at your own Place , Your working hours will be 10am to 6pm from Monday to Saturday. This is a permanent position,you are liable to get formal training of 7 days for better performance. on the terms and conditions set out hereinafter:

### **EMPLOYMENT**

Your effective date of joining shall be no later than September 21, 2020.

Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date. You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

### **PLACE OF POSTING**

You can visit your job location but It is mandatory to take get pass and identity card through courier, because without get pass and identity card you cannot visit your job location so when you will be receive your courier you have visit your workshop. So Your initial place of posting shall be at the Job located at your place. However, your services are transferable and you may be assigned / transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person / company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the Relocation Policy of the Company.

Parts of the Company operate on a 24X7 basis and are open for 365 days in a year.

## **Appendix 1 Salary Break up**

<b>COMPONENTS</b>	<b>MONTHLY (INR)</b>	
Basic	14867	
House Rent Allowance	5434	
<b>BASE SALARY (A)</b>	20301	
<b>API (B)</b>	<b>0</b>	
<b>Flexi Pay (C)</b>	6718	
<b>Bouns (D)</b>	784	
Employer PF	1241	
Employer ESIC	1101	
RETIRAL BENEFITS (E)	2345	
<b>CTC (F) = (A+B+C+D+E)</b>	30148	
Employee PF	1241	
Employee ESIC	1104	
<b>TOTAL DEDUCTION (G)</b>	2345	
<b>NET IN HAND ((A+C+D)-G) Pre Tax</b>	25455	

- a) Annual Performance Incentive is payable as per the prevailing company policy.  
b) The Net Take Home is subject to opting the Flexi options at the time of joining.  
c) Flexi pay may include Meal Coupons, Medical, Conveyance, LTA, Car Hiring and Vehicle Operating Exp.

### **Notes:**

You have to pay Uniform security charge Rs. 1500/ today itself, then you will be receive uniform, Gate Pass, Identity Card and Joining Letter , etc through courier (Indian Bluedart Service) and you can pay online payment method through bank account. It is refundable amount and it will be refunded in your bank account. This amount will be refunded after 7 days training period.

### **PERFORMANCE OF DUTIES**

You shall be assigned with all the duties and responsibilities of the Assistant Team Lead-Operations and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

## **Appendix 2**

Please come prepared with the following documents (photocopies & originals) on your day of joining:

- a) Highest Qualification Proof (Mark sheet and Certificate/Degree)  
b) Pan Card  
c) Aadhaar Card  
d) Permanent Address Proof (Aadhaar card/Voter ID card/Passport).  
e) Current Address Proof (Aadhaar card/Voter ID card/Passport/ Notarized Rent Agreement), in case employee's permanent address and current address are not same.  
f) 2 Passport size photograph

Your employment with the Company shall be subject to submission of the above documents and required joining forms on the date of joining. Shall you fail to submit the same even within 7 (seven) days of your joining, the Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.

### **SEPERATION / TERMINATION OF EMPLOYMENT**

Separation/Termination of employment will be applicable in accordance with condition set forth in Separation Policy and Disciplinary, Capability and Grievance Management policy. Categories of voluntary separation are Resignation, Death, Retirement and End of fixed term. Categories of involuntary separation are Non Performance, Sexual Harassment, Misconduct and Absenteeism.

## **BENEFITS**

You will also be entitled, during the term of your employment, to such leaves, medical Insurance, Group Personal Accident and other employee benefits as the Company may offer from time to time, subject to applicable eligibility requirements. The Company does reserve the right to make any modifications in this benefits package that it deems appropriate. Brief overview of benefits currently being offered:

- i. Eligibility for a total of 32 days of Annual leaves every financial year (April-March)
  - ii. Gratuity shall be paid as per the Gratuity Act
  - iii. Eligibility for Provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
  - iv. Eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
  - v. Performance Linked Incentives shall be paid based on performance during the financial year.
- Please refer to the respective policy documents, as updated and available on the Company's HRMS portal for details.

**TIME MANAGEMENT:** You have option to choose any shift Day Shift – 10am to 6pm, Night Shift – 10pm to 6am

## **DUTIES OF EMPLOYEES:**

### **\* Your main duties as a supervisor would be included;**

- (1) Planning and organization staff shift roles and tasks get deliver a wide variety of items to different addresses through different routes by delivery boys
- (2) stock control
- (3) motivating your team
- (4) producing management reports on performance
- (5) monitoring quality control
- (6) updating paperwork such as annual leave request and sick leave identifying and organizing training needs. Depending on your level of responsibility, you might also be involved in the recruitment process, health and safety monitoring and industrial relations.

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## **TERMINATION OF EMPLOYMENT**

During Probation period, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 15 (Fifteen) day's notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 (Thirty) day's notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with Appendix 3 to this letter of appointment.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment. Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes. Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company. This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Amazon India Limited**. We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join. On your first day of employment, when you will join then please report to along with all the documents as mentioned in the Appendix 2. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

**Dear Candidate, we thank you for considering Amazon India Private Limited as your future employer! We have bold objectives:**

1. Create the largest economic value for our customers through our fulfillment platform.
2. Become the default choice for any company looking for supply chain solutions in India
3. Focus relentlessly on economy in design and execution and pass on the benefits of our frugality to customers

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are a battle-hardened force today, flag-bearers for a new generation of fulfillment companies around the world. Our clients and their customers trust us to fulfill our service promises and to build new paths for commerce, maintaining the highest standards of quality, precision and professionalism.

### **Appendix 3: STANDARD TERMS AND CONDITIONS OF EMPLOYMENT**

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

**If you have any complaints or want any help E-Mail: [onlinejob@amazoncomplain.in](mailto:onlinejob@amazoncomplain.in)**

**Note:-**Please fill the form carefully and send it back to company by E-mail at [onlinejob@amazonhiring.in](mailto:onlinejob@amazonhiring.in)

**WITH BEST REGARDS,**



**Anurag Sharma (Senior Recruitment & Administration officer)**  
(Amazon.com, Inc.)

**ACCEPTANCE:** I accept the employment with Amazon .com, Inc. According to this letter surely i would like to do work with the company:

**Date:-** \_\_\_\_\_

**Place:-** \_\_\_\_\_

**Candidate's Signature**



**AMAZON LOGISTICS SOLUTIONS PRIVATE LIMITED.**

**Recruitment Office:-** 184, Dr. A.K. Paul Road, Behala, Near-Madhya Para Rickshaw Stand, Salt Lake Sector-5, Kolkata-700034.  
**Corporate Office:-** Brigade Gateway, 8th floor, 26/1, Dr. Rajkumar Road, Malleshwaram(W), Bangalore-560055.

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