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# RAISE DIGITAL

FARIDPUR, BAREILLY

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www.raisedigital.in  
+91-7455986427

Dear **MS.NEHA CHOUDHARY**,

We at Raise Digital are pleased to induct / appoint you in our esteem organization as a *Assistant Business Development Executive*, we would like to confirm your appointment based on the acceptance of the following:

**Place of Posting:**

You will be working from the ease of your home.

Work Hours: 10 AM to 6 PM

Kindly confirm your earliest date of Joining with us on or before 30 September 2021

**Reporting:**

You will be reporting to Miss. Anshika Arora- Chief Operations Officer.

**Probation and Confirmation:**

You will be initially on probations for a period of 3 (Three) months during which you may be removed from your appointed post without giving any notice or reason thereof if not found satisfactory as per performance reviews. You will be given an appointment cum confirmation letter after the given probation period is over.

**Salary and Allowances:**

Your Annual CTC will be **3.90 LPA**.

A details salary structure will be issued to you during your joining with a Salary break – up explained to you and other company policies. Other than this, a salary structure will be attached with the hard copy after you join the company.

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## **Increments and Incentive:**

You are entitled to normal increments, which are normally based on consistency of performance review and reports along with this the front end will be appraised with an incentive as per targets achieve. The incentive is paid weekly as per the Policy.

## **Duties and Responsibilities:**

The Company expects you to work with a high standard of initiative, efficiency and economy. You are expected to strictly follow the various company policies viz,, Ethical Policy and Quality Policy.

You shall neither divulge nor give out information to any unauthorized person during the period of your service or even otherwise, particulars about the products and services, technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature which may be your privilege to know by virtual of your being our employee.

You will be governed by the general polices of the company with regards to leave and other administrative matters that may come in force from time to time.

Any employee wishing to resign must communicate his intent in writing for acceptance by the Management. On acceptance of resignation, employee must serve the applicable notice period of 60 days. In the event of separation, the notice period applicable to the organization as well as the employee is 60 days.



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You will agree not to take up any other assignments during the association with us. Even after disassociating with us. You will not take any assignments with our partners, customers or any competitors for a period of least 2 years after separations.

Please sign the attached copy of this Letter as a token of acceptance of the terms and conditions embodied herein within 5 (Five) days after you receive the Letter.

We welcome you to our team for a long, successful and mutually rewarding relationship.

Wish you a very Happy Joining with Raise Digital.

*Ashutosh Shukla*

Sincerely,  
Ashutosh Shukla  
Founder and CEO  
Raise Digital