

TRAINING LETTER

Dear Reshma Jagath,

With reference to your application and subsequent interview with us, we take the pleasure in offering you Training in our organization for the role of Telesales Specialist for International Process starting from 11th January 2020.

The training is for 28 working days and you will be paid INR 5000/- (five thousand rupees only) as stipend to cover your traveling charges during the training period. There will be 2 assesments for you and if you fail in any of the assesments then we will deselect you from the process without a second opinion along with the cancellation of your stipend. And no cab service will be provided untill 6 months of probation period.

If you successfully complete the Sales and Communication training then we will provide you with an INGRAIN STANDARD ASSESMENT CERTIFICATION with ASCB (UK) accredited Certificate of completion as a compliment with no charges applied and the stipend amount along with your first month salary..

And no cab service and Medical insurance will be provided untill 6 months of probation period.

If you are selected for the process then you will be paid of INR 10000/- (Ten Thousand only) per Month as salary subject TDS, the details are as follows:

Earnings		Deductions	
Basic + DA	5,000	E.P.F	00.00
H.R.A	2,000	E.S.I	00.00
Conveyance pay (variable)	700	PT	200.00
Special pay (variable)	500		
Skill Base Pay (variable)	800		
Performance Allowance (PA) (variable)	1000		
Gross Salary:	10,000	Total	200.00
		Deductions:	
Less: Total Deductions	200.00	Net Salary:	9,800

We will appreciate you joining us at the office located in Thejaswini Building, Technopark Campus TVPM. (Currently WFH due to Lockdown)

We look forward to working with you and hope your career with VOXFOREM Technologies Pvt Ltd, will help you realize your professional goals.

The terms and Conditions are as below:

- Agent with more than 1 month of experience has to make sales of \$800. Your minimum sales target is \$800. You will receive incentives for each dollar above target level as per the structure.
- The first month will be nesting period and the terms and conditions will not be applied on the first month.
- We will increase your salary by 20% if you achieve the target for the three consecutive months in a row and it will continue if you achieve the targets every month.
- If you make more than \$800 or equal to \$1200, then you will get 5% as incentive for your sales more than the target level.
- If you make more than \$1200 or equal to \$1600, then you will get 7% as incentive for your sales more than the target level.
- If you make more than \$1600 or equal to \$2000, then you will get 10% as incentive for your sales more than the target level.
- Basic pay, DA and HRA are fixed pay for the agent and the rest mentioned as variable pay in the salary structure will not be given if you fail to achieve the target.
- Incentive will be based on the individual monthly sales performance.
- No sale will be considered or forwarded for the upcoming month.
- Incentives will be included with the monthly pay.
- It is mandatory for you to produce at least a sale of \$500.
- Target for agents with more than 1 month of experience is \$800. They'll be eligible to the PI structure.
- If you make sales for less than \$800, then you will not be eligible for the **Variable Pays**.
- If you continue with no sales or sales below 500\$, one-month warning, will be given along with one-week training, if there is no improvement then immediately on the second month you will be terminated without any excuses.
- If you have worked for less than 18 working days, then you will not be eligible for the **Performance Allowance**.
- If you have more than 2 LOP's then you will not be considered as eligible for the **performance Allowance**.

- If you got a Counseling Letter/Warning letter/Show cause notice, then you will not be eligible for the **PA**.
- Agent who has NCNS for the month will not be considered as eligible for the **PA**.

Welcome aboard!

Sincerely,

For Voxforem Technologies Pvt Ltd,



Manager, Human Resources
Anchu Andrews