

**Subject: Offer Letter**

Dear **Shubham Verma**,

We are pleased to appoint you as **Key Account Manager** at **WheelsEye Logistics Private Limited** in **Marketplace** team and would like to extend an offer of employment on full time basis on or before **16<sup>th</sup>Jan 2025**.

**CONTROLLING OFFICE:** You will report to **Gurgaon office** for the purpose of administrative matters and for any issues related to your employment, territory management and performance evaluations. The aforesaid office will be considered as your workplace for the purpose of defining your jurisdiction.

**TERRITORY & LOCATION:** Your current sales territory is fixed as **Delhi NCR**. You are expected to actively operate, manage and perform activities within this territory. This territory can be changed anytime without advance notice subject to work requirements, business exigencies and/ or for administrative reasons.

**COMPENSATION:** Your **annual CTC** at the Date of Joining would be **Rs 7.62 LPA** where **Rs 6.62 LPA** will be **fixed** component & **Rs 1 LPA** will be **Variable** component.

**CONFIDENTIALITY:** During your employment you may be privy to information relating to the business of WheelsEye Logistics, including but not limited to client lists, trade secrets, client details and pricing structures. Confidential information including client lists, trade secrets, pricing structures and any and all documents created by you in course of your employment remains the sole property of WheelsEye Logistics. You shall not either during your employment or after your employment, without the consent of the Company, directly or indirectly divulge to any person or use the confidential information for your own or other's benefit.

**PROBATION:** You will be on probation for 3 months from the date of joining, on the completion of which your services will be deemed to be confirmed. If your probation period is extended under any circumstances, the same will be communicated to you in writing.

**NOTICE PERIOD:** You or the Company may terminate the appointment by giving **one months' notice** in writing. The Company may choose to pay you salary in lieu of notice. Should we find you guilty of violating the Companies Code of Conduct which we consider detrimental to our interests, or which violates any of the terms of this letter, your services may be terminated immediately without notice.

**JURISDICTION:** This Agreement is made in the NCT of Delhi.

## WheelsEye Logistics Private Limited

Formerly known as **WTI Logistics Technology PVT. LTD.**

Sincerely,  
Manish Somani



For **WheelsEye Logistics Private Limited**

I **Shubham Verma** acknowledge and accept the terms and conditions of this Offer Letter.

Candidate's Signature

### Salary Break-up

CTC Structure		
Particulars	Monthly	Annual
Basic Salary	27,583	3,31,000
HRA	13,792	1,65,500
Special Allowance	11,930	1,43,156
Gross Salary	53,305	6,39,656
Employer Contribution to PF	1,800	21,600
Employer Contribution to LWF	62	744
<b>Cost to Company (CTC)</b>	<b>55,167</b>	<b>6,62,000</b>
Variable CTC		1,00,000
<b>Total CTC</b>		<b>7,62,000</b>

Flexi Benefits Options
A. Telephone Reimbursement
B. Food Coupons
C. Leave Travelling allowances (LTA)
D. Corporate NPS

### Note

**Mediclaim Insurance:** All employees & their immediate family members as per declaration (self, spouse, 2 dependent children & one set of parents) are covered under Mediclaim insurance as per the policy. The Mediclaim insurance coverage is upto 3 lakhs per annum for the employee & his/her declared family.

**Group Accidental Insurance:** All employees under Group Accidental insurance as per the policy. The Group Accidental insurance coverage is upto 5 lakhs per annum for the employee or employee's declared nominee.

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**Variable:** The Variable structure is meant to measure employee's individual contribution & performance. Pay-out would be as per company policy on a yearly basis.

**Note: This offer is subject to successful completion of a positive Reference Check of your candidature.**

**Please submit following documents\*\* on the day of joining:**

- 1) PAN Card copy
- 2) Id proof: Adhaar Card/DL/Voter ID/Passport (Copy)
- 3) Permanent Address Proof - copy
- 4) Relieving Letter
- 5) 2 Passport size photographs
- 6) Highest 2 Degrees
- 7) Cancelled cheque

**\*\*Note: In case of any insufficiency please inform before joining.**

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