

Bedanta Borman



Mr. Bedanta Borman
Jorhat

Date: 12-February-2021

Sub: Letter of Appointment
Ref: TMIPIL1040

Dear Bedanta Borman,

Welcome to the TMI family.

Congratulations on being appointed as a "Territory Sales Officer" in the TMI Staffing Division on deputation with one of our client "Pidilite Industries Limited". Your Employee Code for future reference is **TMIPIL1040**

Please note the following:

1. Your date of joining is **15-February-2021**.
2. Your appointment as **Territory Sales Officer** is initially for a period of **11 Months** from the date of joining. You will be working out at designated work place of our client "**Pidilite Industries Limited**" and your location during this period will be **Jorhat**.
3. During your employment with us, you will be working under the instructions of our client.
4. You are expected to open a bank account through TMI designated banker within 10 days of your joining.

Work Timings: You will be working 6 days a week and are eligible for one weekly off. The exact working hours will be communicated to you at the time of joining by "**Pidilite Industries Limited**"

Description of Your Role in Brief:

Will be briefed by the client at work place

Workplace Policies and Other Points to Note:

1. You are requested to present yourself at your designated workplace in notified uniform.
2. In case of any workplace discomforts, please report to your "Reporting Manager " relating to any of the following:
 - Gender issues
 - Instances of Sexual Harassment
 - Usage of foul language by Supervisors, Colleagues or Store owners
 - Salary related matters
 - Any other incident that brings down your potential to perform at optimum levels.You are requested to immediately escalate through a call to your local TMI HR or your coordinator / Team Leader. Action on your query / complaint / concern will be taken up on receipt of your mail.



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