

REF. NUMBER: ABDSPL/122025/_____

DATE: _____

Dear _____
Congratulations.

I am pleased to extend the following offer letter to you on behalf of "**Ambrelanexus BPO & Digital Services Private Limited**".
You have been shortlisted as a
WhatsApp Promotion Executive [Trainee].



We believe that your knowledge, skills and experience would be an ideal fit for our **Back-end Chat Support Department**. We hope you will enjoy your role and make a significant contribution to the overall success of "**Ambrelanexus BPO & Digital Services Private Limited**". We have been shared all the relevant details towards the offered positing to you. Please take the time to review the shared details and in case of any assistance, contact the **Department Head** as per details shared in this Training Letter.

Sign all the pages and share a copy wit us.

We welcome you and look forward to working with you. To confirm this training module, return us the documents by signing.

With Best Regards,

Mandeep Singh

Mandeep Singh | Director
Ambrelanexus BPO & Digital Services Pvt. Ltd.

Plot Number C1-17E,
1st Floor, Near Oppo Service Center, City Centre,
Sector-4, Bokaro Steel City-827004, Jharkhand, India

Mobile & Whatsapp: +91 8404 843 090

Phone Number: +91 6542 367 390

Email Id: ambrelanexusbpo@gmail.com

Website: <https://www.ambrelanexusbpo.com>



Date : _____

Name : _____

Father's / Spouse Name : _____

Address: _____

Address: _____



[Subject: Job Offer For Position Of WhatsApp Promotion Executive Trainee
(Home Based-Full/Full-Time Job)]

Dear Associate,

we are pleased to offer you, the said position with "Ambrelanexus BPO & Digital Services Private Limited" (the 'Company') on the following terms and conditions:

#01. Commencement Of Employment

Your job will be effective from _____ and it's a home based job.

#02. Job Title

Your job title will be WhatsApp Promotion **Executive [Trainee]**, and will report to your **HR Department Head, Mr. Mandeep Singh**. In case of you will contact rather than mentioned above contact person or your concern/concerns will not resolve; company will not be responsible for that.

#03. Salary/Commission

Your annual total employment cost to the company(CTC) would be in between **Rs. 1,68,000/- (Rupees One Sixty Eight Thousand Only)** annually inclusive of all the expenses and exclusive of performance incentive as per offered by the company based on your performance. **The said sum/commission is applicable subject to the achievement of the chosen target by yourself as mentioned on Schedule I & Schedule II [A] & [B]. Salary will be provide as per the chosen plan (Silver, Gold or Platinum).**

#04. Probation Period/Confirmation & Reporting

Our enlisted registered office at **Plot Number C1-17E, First Floor, Near Oppo Service Center, City Centre, Sector 4, Bokaro Steel City-827004, Jharkhand, India**. You have to report work online/offline through the log in panel every day. Organization has rights to terminate your administration or position anytime without any notice as per your below standard work ability or poor performance. You will be on a probation period for three months (**90 days**). In light of your presentation, your administrations will be updated with the organization in composed from that point. You are liable to submit your work report at the end of every working day to your **immediate superior or team leader or your reporting person as agreed in clause no. 2 in this annexure**. You are also liable to follow the required and instructed dress code right after the training is over and you join your work, maintain the same, and to be in presentable attire on every working day, fail to which, will be considered as a punishable offense.

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#07. Leave/Holidays/Late Arrival:

Absence for a continuous period of two days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation. You are entitled to casual leave of 12 days in a year. More leave may deduct your attendance allowances as per mention in schedule II.

#08. Company Property

You will always maintain the assets of the company in good condition, which you have been entrusted for official use during your employment, and must return all such assets to the company before it is relieved of its charge. In case of failure, the related amount will be taken from you or your authorized guardian/witness.

#09. Confidential Information

During your employment with the company, you will devote your time, attention, and skills to the best of your abilities for your business. You will not engage or associate yourself directly or indirectly without informing the company. Before doing any company/course or any other job together, the company has to be informed.

You must always maintain the highest level of confidentiality and keep confidential the records, documents, and other information related to the business of the company, which will be given to you for use during the work.

The information related to work and training, which is given to you, is not available to the public. If you share/use these documents/data/files of the company or the information related to them by any means, then your service will be terminated with immediate effect without any notice And the we will move for the legal proceeding against you.

#10. Cessation / Termination

The company reserves the right to, in the future if at any time in our opinion; Which is final in this case, such as negligence in work, violation of basic rules, non-completion of work, indiscipline, misbehave with executives, disorderly behavior, absence from duty without permission or any other conduct considered harmful to us.

In the event of a breach of one or more of the terms of this letter, your services can be terminated without notice and the damages will be recovered from your security amount (if paid). In case of experience as well as skilled fresher will not claim any losses if default. Their earned amount will behold and service will be terminated.

#11. Documents

This appointment letter is being issued based on the information and details submitted by you in your application (including bio-data) at the time of your interview and subsequent deliberations. If in the future it is found that you have given a false statement or have hidden any important information or have submitted the throat documents as a result of which this appointment is being given to you, then the management can also take legal action against you in such a situation.

The company can ask for verification of your documents at any time. Also, the company can invite your registered guardian to the office premises at any time. Any incorrect signature will not be accepted. Parents will be invited on a need basis. Any excuse/fact will not be accepted in relation to the defaulter.

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#12. Governing Law/Jurisdiction

Your employment with the company is subject to Indian laws. All disputes will be subject to the jurisdiction of Bokaro Steel City, Jharkhand, India.

#13. Surveillance

You will be under real-time monitoring through online software. You are advised not to adopt an immoral attitude. You are responsible for securing all the confidentiality of our technical system which will be shared with you.

#14. Right To Reserved

The company has reserved the rights in the event the terms of this agreement shall be affected by the policies and future legislation of the company.

#15. Acceptance Of Our Offer

We welcome you and look forward to working with you. To confirm this employment, return us the documents by signing.

With Best Regards,

Mandeep Singh

Mandeep Singh | Director
Ambrelanexus BPO & Digital Services Pvt. Ltd.

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IMPORTANT NOTICE

बिना पढ़ें-समझें किसी भी डॉक्यूमेंट को बिल्कुल भी साइन न करें! भविष्य में किसी प्रकार के वाद-विवाद की स्थिति में साइन किये गए डॉक्यूमेंट्स के आधार पर ही निर्णय किया जायेगा! अगर ऑफिस का कोई कर्मचारी यहाँ लिखी बातों को तोड़-मरोड़ कर, बदलकर आपके सामने रखता है तो उसकी बात न मानें! समय के अभाव में यह संभव नहीं है कि हर एक आवेदक को अधिकृत व्यक्ति ही नियमावली समझाए। इसलिए आवेदक को अपने विवेक से समझ-बूझकर ही हस्ताक्षर करना है! हिंदी में ऑफर लेटर के लिए <https://translate.google.co.in/> का उपयोग करें! किसी अन्य प्रकार की सुविधा के लिए आप सपोर्ट डिपार्टमेंट को ambrelanexusbpo@gmail.com पर ईमेल करें!

**Ambrelanexus BPO And Digital Services
Private Limited**

An ISO Certified Digital IT Company

Email: ambrelanexusbpo@gmail.com
Website: <https://www.ambrelanexusbpo.com>

APPLICANT NAME

(As Appear In Pan/Bank Account)

APPLICANT SIGNATURE

(You May Use Digital Signature Also)



**Schedule I [A]
Responsibilities, Details & Duties:**

#01. This is a WhatsApp Promotion Executive job for which 02 day of basic training will be provided. In this job, you will be required to share information about the company's services with customers through WhatsApp. You will receive complete guidance from the company regarding what to send, what to write, and which numbers to send it to. This is a full-time position with working hours from 10:00 AM to 7:00 PM.

#02. To join this job, it is necessary for you to have a smartphone, as you will be sending messages to customers on WhatsApp. Therefore, having Business WhatsApp installed is required. You will also need a SIM card, and you will be responsible for recharging it with data and calling packs yourself. Since this is a work-from-home job, it is not possible for the company to provide a SIM card to every job seeker. Many candidates join the job, work for 3-4 days, and then leave. For this reason, applicants who join must use their own SIM card and handle their own recharge.

#03. As already informed, this job involves promotion work through WhatsApp. To ensure that the messages you send do not get marked as spam, it is important that you carefully read and understand all the required documents. There are videos available on YouTube in Hindi that explain how to send WhatsApp messages without causing spam. Watch these videos thoroughly, and if you have any confusion, clarify it before you start the job. Only then should you begin the work. If you do not follow the rules set by WhatsApp, your account may get banned. In such cases, the company will not be responsible and your job will be terminated.

#04. The messages you will be sending fall under the promotion category, so you are allowed to send WhatsApp messages only between 10:00 AM and 7:00 PM. You must send a minimum of 100 messages per day. Remember, do not send any messages after 7:00 PM. If you do so, your messages may be reported as suspicious activity, which can lead to your account being banned. You must send each message at an interval of 4-5 minutes. In every message, you should include the customer's business name or the customer's personal name. Doing this reduces the chances of your number being banned. The promotional WhatsApp messages you send will be delivered through a WhatsApp software. Before joining, you can take a demo to understand how the work is executed—how messages are sent, how to add images or videos, how to insert the customer's business name or personal name into the content, how to make text bold, and how to add or change WhatsApp links. Everything is possible within the software. The price of the WhatsApp Promotion Software is Rs. 1999, and it comes with a 1-year validity.

#05. The data of the people to whom you have to send WhatsApp messages will be provided by the company in a PDF sheet. The database contains numbers of individuals whose businesses are listed on Google My Business. It is possible that some businesses listed on Google My Business may now be closed, or the number listed there may not be connected to WhatsApp. In such cases, you simply need to move on to the next number. You must send a minimum of 100 messages per day. You will be provided with 5,000 numbers at once. Therefore, excuses such as "the number was not available on WhatsApp" will not be accepted, because it has already been explained that in such situations you must proceed to the next number. This work must be done 26 days a month. Sunday will be a holiday. If you need any other type of emergency leave during the working period, you must inform the company one day in advance. In such a situation, the company will assign your work to another executive for that day and you will get a leave without pay for that particular day/day's. There is no provision for sudden leave, and such leave will not be granted.

#06. If you pay any amount for your joining (instead of WhatsApp Software Prices) amount to someone or any other office, we are not liable/responsible for it. Apart from this, it is also clarified to you that you have to pay your joining fee online through the payment gateway on the company's website. Job-related advertisement is available on many private and government websites on the internet. It is being told in clear words that no amount is being taken in the name of any private / government website or portal. Do not pay the amount elsewhere; Be aware of duplicate bills. In case of any confusion/assistance, email us at ambrelanexusbpo@gmail.com.

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Schedule I [A]

Responsibilities, Details & Duties:

#07. It has been bringing to your notice that this kind of project you might be done or didn't before. So, obviously lots of things you will face first time on the time of actions. It's not possible to mention all such things. We are paying a smart package and we expect that the attitude will always learning and accept things and solving nature skills. On this ground, if you will raise any dispute it will not be considered by the company. Your nature should be very positive and energetic so that the office atmosphere will remain good from start to end. You should be customer-oriented and approachable it is very essential.

#08. This position is to deliver to you as per your self demand and doesn't carry any sales target. There is no any sales target. On the ground of your commitment, your job will be finalize. We will not entertain those executives in this position who are not comfortable to perform as per self commitment and companies guideline. Remember by your fake commitment if you join and at the end of the month, your performance is not up to standard as per Schedule I [B]. Your job will automatically terminate at any time without any notice or intimation on behalf of your fake commitment.

#09. You are liable to raise your appeal if you are not comfortable with any policy updates of the company, either in terms of working environment, or in terms of a change in our product/services pricing structure between seven days of training before work starts. Further, if you are not comfortable working with such terms, you are immediately requested to take a release rather than appealing the same on the month-end. Practicing to do so, will not be considered in any way.

#10. Any of your requests, appeal, applications, should not be in a written form, only to the reporting associate as mentioned in clause number 02 of this letter. As per your commitment if you are not able to perform your service will be suspended for fifteen days. Absence for a continuous period of two days without prior approval of your superior, would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

#11. You can check the demo project before making payment. If you want to cancel the job offer within 48 hours for any reason; And if any payment received / advance payment will be fully refundable. If you want to make any changes; within 48 hours, it is also possible (before live project date assigned). Changes cannot be made after 48 hours but can be canceled (before live project date assigned). In this case, the company will pay only fifty percent amount. In any refund situation's, the amount will be settled as per the chosen package (30-90 Days). After the agreement is processed (after live project date assigned), there will be no refund of the caution money amount in any of the situation.

#12. You may request a copy of this letter from the executive before making the payment for the WhatsApp promotion software. A copy of this document is also available on the website. Please read and understand the document carefully first. If you have any confusion, get it clarified beforehand, and only then proceed with the payment. You are hereby informed that as per Schedule I & II [A], [B], you should join only if you are capable of completing the assigned work. Otherwise, do not join. Take only as much work as you are capable of handling according to the slab. Payment will be made strictly according to the amount of work taken and completed. Later on, giving excuses such as "payment should be made only for the amount of work done" will not be considered. Therefore, carefully review the work requirements, and join only if you are capable of completing them. Otherwise, do not join.

#13. We offer three joining packages: Silver, Gold, and Platinum. Silver Package: You can receive a monthly salary. You must pay Rs. 1999 for the software, which is refundable within 60 days. Gold Package: You can receive your salary every 15 days. You must pay Rs. 2999 for the software, which is refundable within 45 days. Platinum Package: You can receive a weekly salary. You must pay Rs. 3999 for the software, which is refundable within 30 days. In case you leave the work midway, fail to complete the work you have chosen, or show negligence, the security amount will not be refunded.

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Schedule II [A]:
Detail Structure of WhatsApp Promotion Executive [Trainee]:

Dear _____

It gives us immense pleasure to inform you that your compensation has been effective from _____. The details of which are given below or it may also change as per your performance.

Your annual total employment cost to the company (CTC) would be **Rs. 1,68,000/- (One Lac Sixty Eight Thousand Only)** inclusive of all the expenses, if any and exclusive of the performance incentive (if any) as per offered by the company based on your performance in the training.

<input type="checkbox"/> CHOOSE SLAB I WHATSAPP SENT			
Full-Time (09 Hours)		Part-Time (05 Hours)	
100 Per Day	2600 Per Month	60 Per Day	1560 Per Month
Rs. 10,000 per Month		Rs. 5,000 per Month	
<input type="checkbox"/> CHOOSE SLAB II WHATSAPP SENT			
Full-Time (09 Hours)		Part-Time (05 Hours)	
125 Per Day	2808 Per Month	70 Per Day	1820 Per Month
Rs. 12,000 per Month		Rs. 7,000 per Month	
<input type="checkbox"/> CHOOSE SLAB III WHATSAPP SENT			
Full-Time (09 Hours)		Part-Time (05 Hours)	
150 Per Day	3900 Per Month	85 Per Day	1560 Per Month
Rs. 14,000 per Month		Rs. 8,000 per Month	

Schedule II [B]:
Detail Structure of Chat Support Executive [Trainee]:

WORK DONE IN PERCENTAGE AS PER SLAB I, II OR III	PAYMENT
98.01 - 100%	100%
96.01 - 98%	50%
94.01 - 96%	30%
92.01 - 94%	15%
90.01 - 92%	05%
Less Than 90%	Service Terminate. No Payment
Important Note: Your performance will be monitored on a weekly basis. Join only if you are capable of performing this work efficiently.	

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