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Abbott Nutrition, Inc.
Attn: Human Resources
10000 North Central Expressway
Dallas, TX 75243
Tel: 972.385.2000

June 23, 2017

Mr. [Name]
10000 North Central Expressway
Dallas, TX 75243

Subject: Letter of Appointment & Terms of Employment

Dear Mr. [Name],

1. Thank you for exploring career opportunities with **Abbott Nutrition, Inc.**
2. This is with reference to your Application and subsequent Interview(s) and documents we are pleased to advise you are offer for the position of **Territory Business Manager** in **Circle K** in **Richland or Newark**. Your Appointment shall be effective on the date of setting (OOO) **June 23, 2017**. If you cannot join by the OOO, the Appointment date shall be whichever would be more predominant to you.
3. You will be responsible for:
 - a) Achieving and exceeding sales targets set for you through your sales targets may be revised periodically based on business requirements of the Company.
 - b) Developing business through your team and to reach your assigned sales targets.
 - c) Attending Product and Process Trainings.
 - d) Completion of assigned reports including providing daily sales and other MIS reports as required.
4. Your duties and responsibilities are detailed in **Annexure II**, wherein it should not be presumed that this is the final list of your duties. You shall also have to perform such duties as may be directed from time to time upon the exigencies of business.
5. Your Salary (base or primary) including all benefits will be set **₹23,000** per annum. **Annexure I** provides a breakdown of the compensation package. In case of any queries with regard to HR/IT structure, you are requested to refer other queries regarding compensation package to your Business Mgr/Manager.
6. **Daily Work Reports**
If Daily Work Reports, which is being your proof of attendance & work is not submitted do the time back, such days of non-submission of work reports will be treated as days of unauthorized absence and no salary will accrue to you for such days.



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