

Mr. Imran Khan,  
P.O. Cossipore,  
4/H/3,  
Lala Babu Lane,  
P.S. Chitpur  
Kolkata - 700002

Subject: Letter of Intent

Dear Imran,

Based on our discussions over the past few days, we are delighted to offer you the position of F&B Executive, Band 4B in F&B Service Department at Lemon Tree Hotel, Whitefield from 23<sup>rd</sup> May' 2019.

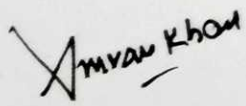
Please revert with your acceptance to this LOI by sending us a signed copy of the same within three (3) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

This offer is valid subsequent to your clearing the pre-employment medical examination.

The terms and conditions of your employment will be explained to you in the appointment letter.

With best regards,

  
Rajesh Kumar  
Vice President - Human Resources



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Lemon Tree Hotel Whitefield - # 23, EPIP Zone, Whitefield, Bengaluru 560066, Karnataka, India  
P +91 80 43311555 F +91 80 43344556. E mail: [hi.wf@lemontreehotels.com](mailto:hi.wf@lemontreehotels.com) [www.lemontreehotels.com](http://www.lemontreehotels.com)

23<sup>rd</sup> May'2019

**Mr. Imran Khan,**  
**P.O. Cossipore,**  
**4/H/3,**  
**Lala Babu Lane,**  
**P.S. Chitpur**  
**Kolkata - 700002**

**Dear Imran:**

We are delighted to offer you a position with Lemon Tree Hotels Limited, effective 23<sup>rd</sup> May'2019 on the following terms and conditions:

**Title and job responsibility**

**F&B Executive, in band 4B**

In this role, you will be directly accountable for service delivery to the guests.

**Reporting and accountability**

You will report and be accountable to the Hotel General Manager/Resident Manager through the Assistant F&B Manager - F&B Service. Please note that your reporting relationship may be changed at the discretion of the company.

**Emoluments**

**1. Salary**

|                      |     |        |      |
|----------------------|-----|--------|------|
| Basic                | Rs. | 42,000 | p.a. |
| House rent allowance | Rs. | 21,000 | p.a. |
| Conveyance allowance | Rs. | 66,000 | p.a. |
| Education allowance  | Rs. | 66,000 | p.a. |

**2. Performance bonus:** Performance Bonus in your salary break up is defined as target performance bonus for your band. This amount will vary based on the company's/your individual performance. Payouts will be governed by the LTH Performance Bonus Scheme including future amendments, if any. The company will provide you personal accident insurance cover of Rs. 200,000 (self only) per annum. You will be eligible to receive the benefits of employee state insurance, provident fund and gratuity as per the terms stipulated in the respective schemes established by the Government.

**Terms and conditions of service**

Your employment terms will be subject to the *General Service Rules and Regulations* of the company and your duties and responsibilities will be as laid down by the Management of the Company. You shall initially be posted at our Lemon Tree Hotel Whitefield, Bangalore. However your services can be utilized in any of the hotels/branches/offices/departments of the Company or associated companies in India or abroad, and for this purpose you may be transferred. In such an event, you will be accountable to the management of the establishment/office to which you have been transferred.

# 23, EPIP Zone, Whitefield, Bengaluru 560066, Karnataka, India  
T: +91 80 43311555 | F: +91 80 43311556 | E: hi.wf@lemontreehotels.com | W: lemontreehotels.com  
**Central Reservation: +91 9911 701 701**

19<sup>th</sup> January '2021

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. Imran Khan** was employed with Lemon Tree Hotel, Whitefield, Bangalore as Guest Service Executive – F&B Service from 24<sup>th</sup> May' 2019 to 08<sup>th</sup> January'2021.

He has resigned from the services of the organization on his personal grounds.

He has been relieved from his duties with effect from 08<sup>th</sup> January '2021 and we do not have any constraints with his joining in any other organization.

We wish him all the best in his future endeavors.

**For Lemon Tree Hotel Whitefield, Bangalore  
(A unit of Inova Hotels & Resort Ltd)**



**Imran Basha  
Asst. Human Resources Manager**

CC: Personal File

**Lemon Tree Hotel, Whitefield, Bengaluru**

23 Epip Zone, Whitefield, Bengaluru 560066, Karnataka

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(A unit of Inova Hotels and Resorts Limited | CIN: U65921DL1995PLC067686)

Regd. Office: Asset No. 6, Aerocity Hospitality District, New Delhi 110037 | T +91 11 4605 0101 | Fax 011 4605 0110

**Central Reservations: +91 9911 701 701 | lemontreehotels.com**

Date: 19-Nov-2019

**Mr. Imran Khan**

Emp. Number: 10005285  
F&B Service

Dear Imran,

It gives me immense pleasure to acknowledge you as the **"BEST SMILEY"** for the Month of **Oct '2019**.

We are proud to have you as a colleague at Lemon Tree Hotel, Whitefield, Bangalore.

Congratulations!!! **Keep SMILING** 😊!

Regards,



**Pran Gupta**  
Hotel General Manager

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11<sup>th</sup> January 2017

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify **Mr. Imran Khan** was working with our organization in the capacity of a **Captain** from **12<sup>th</sup> November 2015 to 11<sup>th</sup> January 2017**.

He was found to be good at his performance, while providing his services to **Salt Water Café - Churchgate**, a division of Impresario Entertainment & Hospitality Pvt. Ltd., with the skills he possesses and his dedication towards his job and the company, he has definitely proved to be an asset to us.

**Mr. Imran Khan** has resigned on his own accord for better prospects. We wish him all the best for his future endeavors.

For IEHPL,



**Farida Merchant**

**Corporate Manager – Human Relations**

I accept and acknowledge this letter: \_\_\_\_\_

**Imran Khan**

**mocha**



the tasting room



the kitchen SOCIAL

Registered Office Address: American Express Bakery House, 1st floor, 66A, Clare Rd., Byculla (West), Mumbai - 400 008

Tel: +91 22 2309 9349 • Fax: 112, (CIN: U92120MH2001PTC131164)

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