



**5.2.1**

**OFFER LETTER FOR PLACEMENTS 2019-2020**

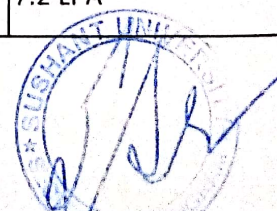
**(Appendix-II)**

2019-2020





S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
1	AADITYA KACKAR	AMA TOWERS	5.76 LPA
2	AADYA SINGHAL	STUDIO INVOID	5LPA
3	AAJIT	DESIGN PLUS STUDIO	8LPA
4	AAKRITI TYAGI	SKILLINGYOU- MAKING INDIA SKILLFUL	11LPA
5	AARJA SINGH	NAIMA, FAB FLAVOURS & FRAGRANCES PVT. LTD	6LPA
6	AARSH IMTIAZ KHAN	SPACE DESIGN ASSOCIATES - INDIA	6LPA
7	AASEES KAUR CHAWLA	TYROO	6LPA
8	AASHI KUMAR	BSR&CO	5.5 LPA
9	AASTHA ARORA	ARROYO SECO CONSTRUCTION	6LPA
10	AASTHA BHANDARI	STUDIOAIR	6LPA
11	ABHISHEK DIMRI	HARMAN , SAMSUNG CO.	4.4LPA
12	ABHISHEK JAIN	RUNNEL.AI	8LPA
13	ABHISHEK KUKRETI	HOTEL VAISHALI	9 LPA
14	ABHISHEK THAKUR	WIPRO,	6LPA
15	ADAM PAUL	TAJ	7 LPA
16	ADESH PAL	WIPRO	6LPA
17	ADITI DAYAL	CONFLUENCE CONSULTANTS SERVICES	8LPA
18	ADITI MATHUR	REAL TIME DATA SERVICES	9 LPA
19	ADITTY	CREANOVATION CTPL.IO.	6 LPA
20	ADITYA PRAKASH SHARMA	ROOSEMOORE	7 LPA
21	ADITYA PRATAP SINGH	ICRI	7.5 LPA
22	ADITYA RANA	BSR&CO	5.5 LPA
23	AKANKSHA SHARMA	TANYA SINGH STUDIO	7LPA
24	AKANKSHA VATS	CHANDIGARH UNIVERSITY	11LPA
25	AKASH PANCHAL	WIPRO	6.5 LPA
26	AKASH SAXENA	SPACE DESIGN ASSOCIATES - INDIA	6LPA
27	AKASH SINGH	DECATHLON SPORTS INDIA	5LPA
28	AKASH UPADHYAY	SOFTWARE ENGINEE IN SCG	7.2 LPA



5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
29	AKHILA PENTRALA	CARNEGIE MELLON UNIVERSITY	6LPA
30	AKHILESH KUMAR SAINI	JNS INSTRUMENTS	6 LPA
31	AKSH AGARWAL	WIPRO	6LPA
32	AKSHAT CHOUHAN	SPACE DESIGN ASSOCIATES - INDIA	6LPA
33	AKSHAT MADHVAN BHARDWAJ	VICARA INFOTECH GROUP AGVICARA INFOTECH	11LPA
34	AKSHAY KUMAR YADAV	BYTE EDGE	8 LPA
35	AKSHAYE AHUJA	UNITECH LIMITED	6 LPA
36	AKSHIN PRASHAR	DEVSON ADVERTISING PVT. LTD.	6 LPA
37	AKSHIT SHEORAN	MEERUT, UTTAR PRADESH, INDIA	8LPA
38	AKSHITA BHARDWAJ	KEYWORDS STUDIOS	8LPA
39	ALWIN SUNNY	KNOX INTERIORS	5LPA
40	AMAN DUBEY	DXC TECHNOLOGY	8LPA
41	AMAN KUMAR	SCG	7 LPA
42	AMAN RATHEE	CREANOVATION	6 LPA
43	AMAN SINGH	PHOENIX DESIGN CONSULTANTS	6 LPA
44	AMANAT SOBTI	DESIGN FORUM INTERNATIONAL	6 LPA
45	AMIT	NETSSMARTZ	7 LPA
46	AMIT KUMAR	KUKA	8 LPA
47	AMIT PAL	CREANOVATION	6 LPA
48	AMIT SHOKEEN	RETAIL SPECIALIST DECATHLON SPORTS	5LPA
49	AMIT YADAV	VISA 2 FLY	6 LPA
50	ANANT TATLA	ACPL SYSTEMS PVT. LTD.	8 LPA
51	ANCHAL TANWAR	CREANOVATION	6.5 LPA
52	ANIK SINGH	SQUARE YARDS	7 LPA
53	ANIRUDH KUMAR RAMPURIA	ABIN DESIGN STUDIO - INDIA	8LPA
54	ANIRUDH YADAV	SERVICE DESK ANALYSTRUNNEL.AI	7LPA
55	ANJALI GILL	VISTARA - TATA SIA AIRLINES LTD	6LPA
56	ANKIT CHAND DANDRIYAL	SANTMARTIN	6.5 LPA





## 5.2.1 Percentage of placement of outgoing students during the last five years 2019-20

5.2.2.1: Number of outgoing students placed year wise during the last five years

Sushant  
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S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
57	ANKIT KUMAR YADAV	PARK PLAZA	7 LPA
58	ANKIT YADAV	VISA 2 FLY	6.2 LPA
59	ANSHIKA GUPTA	VISA 2 FLY	6.2 LPA
60	ANSHIKA JAIN	AR STUDIO	7 LPA
61	ANSHUL ARORA	HAYS	6 LPA
62	ANSHUL KHANNA	HAYS	6 LPA
63	ANSHUL TYAGI	WIPRO	7 LPA
64	ANUBHAV JINDAL	REAL ESTATE BROKER	5LPA
65	ANUBHAV SAHNI	DESIGN FORUM INTERNATIONAL	7LPA
66	ANUJ KUMAR	WESTERN SHIPPING	3.36 LPA
67	ANUJ SOLANKI	TYROO MEDIA PVT LTDGURGAON, HARYANA, IND	6LPA
68	ANUSHKA NARAD	IDESIGN STUDIOS BY POOJA GUPTA	7LPA
69	APARNA ACHARYA	STUDIO 4TH DIMENSION	5LPA
70	APOORV SETHI	WIPRO,	6LPA
71	APRAMEYA BAKSHI	LILY&BEANS	8.8 LPA
72	ARCHIT TYAGI	AIIESEC	5.8 LPA
73	ARCHITA SINGLA	HDFC BANK	7.5 LPA
74	ARISHIYA BALI	NEXDIGM (SKP)	7LPA
75	ARJUN CHOPRA	DESIGN PLUS STUDIO	8 LPA
76	ARJUN KANAGAT	BAR COUNCIL OF DELHI	5 LPA
77	ARJUN SHARMA	UNITECH	3.6 LPA
78	ARPIT AGARWAL	HAYS	5.5 LPA
79	ARSI GILL	GRAPHIC DESIGNER PEE SAFE	8 LPA
80	ARYAMAN SINGH	manchanda associates	5LPA
81	ASHISH SINGH	CAPÉ GEMINI	6.5 LPA
82	ASHUTOSH PANDEY	LIDO, 20A BLOCK, SECTOR 125, NOIDA, UTTAR PR	6LPA
83	ASHWANI KUMAR	MARKETING EXECUTIVE RIVIGO	5 LPA
84	ASHWINI LOHIA	GEETANJALI HOMESTATE PVT LTD.	5LPA



5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			Sushant University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
85	ASISH KUMAR SWAIN	ODISHA CAPITAL MARKET AND ENTERPRISE	6 LPA
86	ATISHAY AGRAWAL	DESIGN PLUS STUDIO	8 LPA
87	ATREYA SAHA	INTACH DELHI CHAPTER	7 LPA
88	ATUL	ICRI	6.5 LPA
89	ATUL TANEJA	KPMG	6 LPA
90	AVINASH BOKAN	BYTE EDGE	5 LPA
91	AVNI SINGLA	STUDIO ARCHITECTE PANCHKULA, HARYANA, INDIA	6LPA
92	AYUSH GUPTA	ETERNITY ARCHITECTS	8LPA
93	AYUSHI KAUSHIK	DISTRIC COURT, GURUGRAM	3.5LPA
94	BADAL JOSHI	PARK PLAZA	5 LPA
95	BALAJI SHARMA	TAJ HOTELS	7 LPA
96	BHARTI	ICRI	5 LPA
97	BHAVANA PUROHIT	ONESTEP	7 LPA
98	BHAVESH KHOLA	BYTERIDGE	6 LPA
99	BHAVYA ARORA	SUSHANT UNIVERSITY	8 LPA
100	BHRIGU RAJ KUMAR	MANDALA DESIGN STUDIO NEW DELHI, DELHI, INDIA	7 LPA
101	BHUVESH SACHDEV	GEN X INFO TECHNOLOGIES	6.5 LPA
102	BIKIRAJ KALITA	ASSAM DOWN TOWN UNIVERSITY	5.4LPA
103	BIKRAM GHIMIRE	ASSISTANT PROFESSOR TEERTHANKER MAHAVEER	15LPA
104	CHAITANYA	ICRI	5 LPA
105	CHAITANYA VATS	DRESMA. PRVT. GURUGRAM, HARYANA, INDIA	5 LPA
106	CHARU KALRA	INTERIOR DESIGNER KREA WORLD	7LPA
107	CHERUKURI MANOJ KUMAR	NEORETINA EYE CARE INSTITUTE	5.4LPA
108	CHIRAG ARORA	NLB SERVICES	7 LPA
109	CHITRANGDA SINGH	JUNIOR ARCHITECT	5LPA
110	DAKSH DUGGAL	LIDO, 20A BLOCK, SECTOR 125, NOIDA, UTTAR PR.	6LPA
111	DAKSH SANKHLA	INDRAPRASTHA GAS LIMITED	8 LPA
112	DAKSHVEER SINGH DAHIYA	EY · FULL-TIMEEY	8LPA

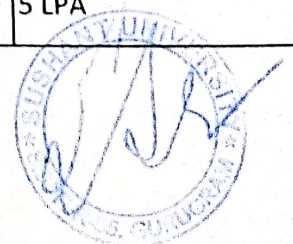




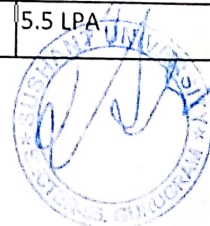
5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20

5.2.2.1: Number of outgoing students placed year wise during the last five years

S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
113	DALJEET SINGH DHILLON	FRACHISE INDIA BRANDS LIMITED	6 LPA
114	DEEKSHA GOSWAMI	ETERNITY ARCHITECTS	8 LPA
115	DEEPAK	LILY&BEANS	5.2 LPA
116	DEEPAK GHUDAIYA	LILY&BEANS	5.2 LPA
117	DEEPAK GUPTA	KIAN FOODS	7 LPA
118	DEEPAK SHARMA	LILY&BEANS	5.2 LPA
119	DEEPANKAR GOEL	MINI BIRD AUTOMOTIVE	8 LPA
120	DEEPIKA BISWAKARMA	NEORETINA EYE CARE INSTITUTE	5.4LPA
121	DEEPIKA MAHESHWARI	BSR&CO	5.7 LPA
122	DEEPSHIKHA	ARCHEE GROUP CONTRACTS PRIVATE	8LPA
123	DEPIKA CHHABRA	MINI BIRD AUTOMOTIVE	5 LPA
124	DEVANSH KHURANA	FUTURE HOMES INCORPORATION	5.8 LPA
125	DEVIKA JOSHI	MINI BIRD AUTOMOTIVE	8.2 LPA
126	DHAIRYA BAKSHI	WIPRO	7.5 LPA
127	DHARYA MAHENDIRATTA	LANDRISE	8 LPA
128	DHRITI KAPUR	INTACH DELHI CHAPTER	7 LPA
129	DHRUV PALIWAL	WIPRO	7LPA
130	DIBIDITA WAHENGBAM	OLA (ANI TECHNOLOGIES PVT. LTD)	4.8 LPA
131	DIKSHA KUMARI	ODISHA CAPITAL MARKET AND ENTERPRISE	5 LPA
132	DISHA GUPTA	SINANI	5 LPA
133	DITSA GHOSH	STUDIO INVOID GHAZIABAD, UTTAR PRADESH, IN	5LPA
134	DIVJYOT SINGH	PLAZA PREMIUM GROUP	8 LPA
135	DIVYA	FRACHISE INDIA BRANDS LIMITED	6 LPA
136	DIVYA KUMAR	VVDN TECHNOLOGIES	6 LPA
137	DIVYANI PAHWA	RUNNEL.AI · FULL-TIME	7LPA
138	EKANKI SHARMA	BYTE EDGE	8 LPA
139	G. MUKUND	LMTSM	6 LPA
140	GARGI GAIROLA	INCEDO	5 LPA



5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
141	GARIMA AGGARWAL	PTAH ARCHITECTS & DESIGNERS	7LPA
142	GARV MALHOTRA	ORANGUS	6 LPA
143	GAURAV PAWAR	RIVIGO	7 LPA
144	GAURAV RAGHAV	DISTRIC COURT, GURUGRAM	3.5LPA
145	GAURAV YADAV	ORANGUS	6 LPA
146	GORISH	BYTE EDGE	8 LPA
147	GOVIND	FUSION MICROFINANCE	8.2 LPA
148	GULJAAN ALI	LEGAL ADVISOR	7LPA
149	GULSHAN YADAV	BYTERIDGE	7.5 LPA
150	GUNJANA KHARBANDA	STUDIO INVOID GHAZIABAD, UTTAR PRADESH, IN	5LPA
151	HARDIK GROVER	TAJ HOTELS	7 LPA
152	HARJOT KAUR	LA ATELIER, NEW DELHI, DELHI, INDIA	9LPA
153	HARSH MALIK	TAJ HOTELS	7 LPA
154	HARSH VARDHAN SHUKLA	L' ATELIER, NEW DELHI	9 LPA
155	HARSH VARDHAN VATS	HAYS	5.5 LPA
156	HARSH YADAV	HOME FIRST	6.2 LPA
157	HARSHI GARG	PHOENIX DESIGN CONSULTANTSNOIDA, UTTAR PR	6LPA
158	HARSHIT HOODA	INDRAPRASTHA GAS LIMITED	8 LPA
159	HARSHIT MENDIRATTA	ONESTEP	5 LPA
160	HARSHIT SINGHAL	PHOENIX DESIGN CONSULTANTSNOIDA, UTTAR PR	8LPA
161	HARSHITA DAWANI	I'M DESIGN GURUGRAM, HARYANA, INDIA	8LPA
162	HARSHITA JAIN	VVDN TECHNOLOGIES	6.5 LPA
163	HARSHITA YADAV	LEGAJOIST	6LPA
164	HEMANT	CREANOVATION	6.5 LPA
165	HEMANT KUMAR	GEN X INFO TECHNOLOGIES	6.5 LPA
166	HIMANI GUPTA	KNOX INTERIORS, KOTTAYAM, KERALA, INDIA	5LPA
167	HIMANSHI SINGHAL	STUDIOAIR, GURGAON, HARYANA	6LPA
168	HIMANSHU BHARDWAJ	BAR COUNCIL OF DELHI	5.5 LPA





5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
169	HIMANSHU KHANNA	KNOX INTERIORS, KOTTAYAM, KERALA, INDIA	5LPA
170	HIMANSHU RAWAT	NEORETINA EYE CARE INSTITUTE	5.4LPA
171	HITESH BHARDWAJ	NLB SERVICES	7 LPA
172	HITESH KUMAR	BYTE EDGE	5 LPA
173	HITESH SEHGAL	BYTERIDGE	8 LPA
174	IKHLAS MUKHTAR KALKATI	CAPEGEMINI	3.8 LPA
175	ISH NASSA	GEN X INFO TECHNOLOGIES	6.5 LPA
176	ISHAN MISRA	DHRUV DEVANSH ENTERPRISES	7.5 LPA
177	JAGDISH MULWANI	UNITECH	3.6 LPA
178	JAGRITY KHATTER	STUDIO ARC.O, LUCKNOW	5LPA
179	JAIDEEP SINGH CHEEMA	INTERN IMPACT PROJECTS PVT. LTD.	7LPA
180	JAPLEEN KAUR SHINH	ACCENTURE.	9 LPA
181	JASKARAN SAINI	KPMG	6 LPA
182	JASKIRAN KAUR	BAR COUNCIL OF PUNJAB AND HARYANA	5 LPA
183	JASSICA	PEACENIK SOLUTIONS PVT. LTD.	1.68 LPA
184	JASSIMAR KAUR	ACEFONE	6 LPA
185	JATIN SINGH	<u>BEFIKR.IN</u>	5 LPA
186	JATIN YADAV	DISTRICT BAR ASSOCIATE, GURGAON	5 LPA
187	JHANVI BHATIA	AIIESEC	8 LPA
188	JYOTI GUPTA	LLOYD	9 LPA
189	JYOTI SINGH	SOCIAL TAB	5.7 LPA
190	KAMAKSHI SHARMA	INFOSYS	6.5 LPA
191	KAMAL THAKUR	NEORETINA EYE CARE INSTITUTE	5.4LPA
192	KARISHMA DOGRA	SANDHAR	7 LPA
193	KARMANYA GUPTA	ACPL	5 LPA
194	KARTIK MALHOTRA	VSA	8 LPA
195	KARTIKAY SHARMA	VDH FOODS	5 LPA
196	KASHISH GULATI	LLOYD AUTOMOBILE	9 LPA

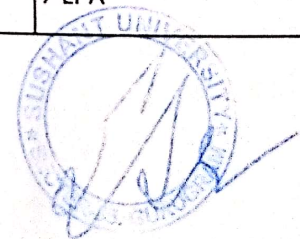


## 5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20

5.2.2.1: Number of outgoing students placed year wise during the last five years

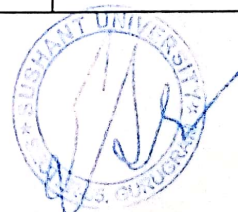
Sushant  
University

S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
197	KAVYA RAJORA	EDIFICE	7 LPA
198	KESHAV WASAL	SOMPURA ARTS	6 LPA
199	KINSHUK KATAHRA	PARK PLAZA	5 LPA
200	KIRAN KUMAR	MANCHANDA ASSOCIATES	8 LPA
201	KIRTI KHURANA	ACCENTURE.	7 LPA
202	KOMAL VIJJAN	ACEFONE	6 LPA
203	KRISHAN ARORA	GENX INFO TECHNOLOGIES	7.2 LPA
204	KRISHNA PRASAD BHATTARAI	CROWNSTACK	11 LPA
205	KRITEEKA SHARMA	AISEEC	7 LPA
206	KSHITIJ ANAND	LLOYD	9 LPA
207	KSHITIZ KHANDELWAL	ACPL SYSTEMS PVT. LTD.	8 LPA
208	KSHITIZ PALIWAL	ORANGUS	6 LPA
209	KUDRAT SINGH	CROWNSTACK SECTOR 93. SIGNATURE GLOBAL G	6LPA
210	KUMAR RAHUL NAMAN	INFOSYS	6.5 LPA
211	KUNAL JAIN	CVA	7.5 LPA
212	KUNAL SHARMA	sinani	4 LPA
213	KUNAL SINGAL	GM ARCH	7.5 LPA
214	KUSUM YADAV	RBL BANK	6 LPA
215	LAKSHAY SHARMA	GAURAV SHARMA LAW OFFICES (GSLO)	6LPA
216	LAKSHYA GARG	G M ARCH	7.5 LPA
217	LALIT KUMAR SHARMA	ONESTEP	7 LPA
218	LIPIKA GOSWAMI	VSA	8 LPA
219	LOKESH YADAV	MOENGAGE	7LPA
220	MAANVI RAMPAL	PARK PLAZA	5.8 LPA
221	MADHUR AGARWAL	ACPL	5 LPA
222	MADHUR JAIN	MOENGAGE	7LPA
223	MALVIKA GROVER	RIVIGO	7 LPA
224	MANAN SHAH	ACCENTURE.	7 LPA





5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
225	MANAS ARYA	CROWNSTACK SECTOR 93. SIGNATURE GLOBAL GU	6LPA
226	MANASWINI SHARMA	PARK PLAZA	8LPA
227	MANAY SHANKAR	V DOIT	8.5LPA
228	MANDIRA SINGH	CROWNSTACK SECTOR 93. SIGNATURE GLOBAL GU	6LPA
229	MANISH KUMAR	EQUI LAW PARTNERSNEW DELHI, DELHI	3.6LPA
230	MANISHA JAIN	ACEFONE	6 LPA
231	MANISHA KUMARI	WAREHOW TECHNOLOGIES	6 LPA
232	MANIT KUMAR	VVDN TECHNOLOGIES GURUGRAM, HARYANA	3.6LPA
233	MANNAN BANSAL	AIESEC	7 LPA
234	MANSI LOHCHAB	DESIGN STUDIOS	6LPA
235	MARJAN	GEETANJALI HOMESTATE PVT LTD	5LPA
236	MAYANK KUMAR	DRESMA	8 LPA
237	MAYANK PRIYAVRAT JAITLI	LLOYD	9 LPA
238	MAYANK VATS	MOENGAGECALIFORNIA-95035	7LPA
239	MD NADEEM AHMAD	TECHNOCRAZE COMPUTING SOLUTION PVT LTD	6 LPA
240	MEGHNA SHARMA	ICICI BANK	9 LPA
241	MEHAK BAKSHI	EDIFICE	7 LPA
242	MEHUL SINGH	WECP (WE CREATE PROBLEMS)	11.6 LPA
243	MIHIR DEV	GEETANJALI HOMESTATE PVT LTD	5LPA
244	MILAN DHAUL	SOMPURA ARTS	5 LPA
245	MITALI JUNEJA	MANCHANDA ASSOCIATES	7 LPA
246	MOHAMED RIBIN	GEETANJALI HOMESTATE PVT LTD	5LPA
247	MOHIT CHAHAL	LLOYD AUTOMOBILE	9 LPA
248	MOHIT KUMAR	WAREHOW TECHNOLOGIES	6 LPA
249	MOHIT TANWAR	DISTRICT BAR ASSOCIATE, GURGAON	5 LPA
250	MOHNISH BHADU	ANSAL UNIVERSITY	5 LPA
251	MONSHLEE SHARMA	CVA	7.5 LPA
252	MRINALINI	GM ARCH	7.5 LPA



5.2.1

**Percentage of placement of outgoing students during the last five years 2019- 20**

5.2.2.1: Number of outgoing students placed year wise during the last five years

Sushant  
University

S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
253	MRUTUNJAY ROUT	ACPL SYSTEMS PVT. LTD.	8 LPA
254	MUSKAN DHINGRA	TIMES INTERNETGURUGRAM, HARYANA, INDIA	8LPA
255	NAIN LULLA	GRAPHIC DESIGNERSORG INTERIORS INDIA PRI	6LPA
256	NAKUL BHATIA	TAJ HOTELS	7 LPA
257	NAMAN GOEL	INFOSYS	7.4 LPA
258	NAMAN GOVILA	REAL TIME DATA SERVICES	8.2 LPA
259	NAMITA GUPTA	ACCENTURE.	7 LPA
260	NANCY SINGH	CAPGEMINI	6 LPA
261	NANDA E GOPAL	BARDWOOD SUPPORT SERVICES BENGALURU, KA	8LPA
262	NANDINI BHASIN	IHS MARKIT	6 LPA
263	NANDINI GAYATRI	GRAPHIC DESIGNERSORG INTERIORS INDIA PRI	6LPA
264	NANDINI MOHAN	ACEFONE	6 LPA
265	NANDITA MANGLA	AISEC	7 LPA
266	NAUHAR PARTI	GRAPHIC DESIGNERSORG INTERIORS INDIA PRI	6LPA
267	NAYANA NAIR	LLOYD	9 LPA
268	NAZM BANGA	ACPL	5 LPA
269	NEHA GUPTA	VSA	8 LPA
270	NEHA SHARMA	SAINIK MINING AND ALLIED SERVICES LIMITED	4.2 LPA
271	NEHAL MEHTA	CONNAISSANT SOFT SOLUTIONS PRIVATE LIMITED	8 LPA
272	NIHAR HASSIJA	GM ARCH	6 LPA
273	NIKHIL ARORA	INFOSYS	6 LPA
274	NIKHIL KHARI	HARMAN , SAMSUNG CO.	4.4LPA
275	NIKUNJ KHARBANDA	GEETANJALI HOMESTATE PVT LTD	5LPA
276	NIMISHA GUPTA	CHITRA VISHVA NATH ARCHITECTS	7.5 LPA
277	NISHA SHARMA	GEETANJALI HOMESTATE PVT LTD	5LPA
278	NISHANT RAWAT	EQUI LAW PARTNERSNEW DELHI, DELHI	3.6LPA
279	NISHANT TANWAR	INSTAKART SERVICES PVT. LTD	6 LPA
280	NISHANT YADAV	ADVOCATE SHYAMBIR SINGH	6 LPA





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S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
281	NISHIT CHADHA	MANCHANDA ASSOCIATES	7 LPA
282	NISHTHA MALIK	SOMPURA ARTS	4.5 LPA
283	NITIN KUMAR	ACCENTURE.	7 LPA
284	NITIN SHARMA	GURUGRAM, HARYANA, INDIA	3.0LPA
285	NITIN YADAV	LLOYD AUTOMOBILE	9 LPA
286	NITISH DHARIWAL	HARMAN , SAMSUNG CO.	4.4LPA
287	OJAS GUPTA	ACEFONE	6 LPA
288	OM RANA	WESTERN SHIPPING	3.36 LPA
289	PALLAVI YADAV	VACO BINARY SEMANTICS LLP	7.2 LPA
290	PALLIKA MANKANI	AISEC	7 LPA
291	PANKHUDI GUPTA	GRAPHIC DESIGNERSORG INTERIORS INDIA PRI	6LPA
292	PANKIL DHANDA	CITY INNOVATES (P) LIMITED,GURUGRAM, HARYA	7LPA
293	PARAS SINGLA	SUKHBIR SINGH JAIN & ASSOCIATES DELHI	3.6LPA
294	PARESH SACHDEVA	GRAPHIC DESIGNERSORG INTERIORS INDIA PRI	6LPA
295	PARTH PATHAK	INFOSYS	6.5 LPA
296	PARUL YADAV	ONESTEP	7 LPA
297	PARVEEN GARG	CROWNSTACK	8 LPA
298	PAYAL AGGARWAL	LLOYD	9 LPA
299	PEARL KHANNA	FAB INTERIORSNEW DELHI, DELHI, INDIA	7LPA
300	PIKAKSH SARANGAL	INFOSYS	7.4 LPA
301	POOJA DOGRA	ICICI BANK, DELHI, INDIA	2.2LPA
302	POOJA SHARMA	MOODY'S ANALYTICSGURUGRAM, HARYANA, IND	4.8LPA
303	POONAM BABBAR	EDIFICE	7 LPA
304	POORNIMA SHEORAN	SAVANNAH COLLEGE OF ART AND DESIGN	6LPA
305	PRABHAMRIT THIND	MANCHANDA ASSOCIATES	7 LPA
306	PRABHLEEN KAUR ANAND	FAB INTERIORSNEW DELHI, DELHI, INDIA	7LPA
307	PRADEEP VASHISHT	PINAKI CONSULTINCY	8 LPA
308	PRAGATI NIGAM	SOMPURA ARTS	6 LPA





## 5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20

5.2.2.1: Number of outgoing students placed year wise during the last five years

Sushant  
University

S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
309	PRAGYA JAIN	FAB INTERIORS NEW DELHI, DELHI, INDIA	7LPA
310	PRANAV KHANDELWAL	WAREHOW TECHNOLOGIES	6 LPA
311	PRASHAM JAIN	REAL TIME DATA SERVICES	7 LPA
312	PRATIGYA JAIN	VSA	8 LPA
313	PRATUL P CHOUDHARY	ACPL	8 LPA
314	PRATYUSH PUROHIT	MAGZOID MAGAZINE, DUBAI, UNITED ARAB	2.4LPA
315	PRINCE GUPTA	SQUARE YARDS, DELHI, INDIA	4.8LAP
316	PRIYADARSHINI	KOTAK MAHINDRA BANK DELHI, INDIA	4.2 LPA
317	PRIYANGNI ARORA	ACCENTURE	6 LPA
318	PRIYANKA	FEDERAL BANK	5.2 LPA
319	PRIYANKA BHATT	ACEFONE	6 LPA
320	PRIYANKA KAPOOR	AISEC	7 LPA
321	PRIYANKA SHARMA	GEETANJALI HOMESTATE PVT LTD	5LPA
322	PRIYANKA YADAV	VPROTECT INDIA	8 LPA
323	PRIYANSHI GUPTA	LLOYD	9 LPA
324	PUNEET LOHIA	ICRI	7.5 LPA
325	PUNEET YADAV	DISTRICT BAR ASSOCIATE, GURGAON	5 LPA
326	PURU YADAV	BAR COUNCIL OF PUNJAB AND HARYANA	6LPA
327	RADHIKA FATEHPURIA	EDIFICE	7 LPA
328	RAGHAVV GOGGIA	CVA	7.5 LPA
329	RAGHVENDRA KUMAR JHA	G M ARCH	6 LPA
330	RAGINI RAO	ADGLOBAL 36	5.4 LPA
331	RAHUL	WAREHOW TECHNOLOGIES	6 LPA
332	RAHUL BHATI	BYTE EDGE	8 LPA
333	RAHUL DANIEL SHIVRAJ DMELLO	LLOYD AUTOMOBILE	9 LPA
334	RAHUL KATARIA	PROGRAMIC ASIA	2.4 LPA
335	RAHUL KUMAR	ENGLISHSCORE	5.6 LPA
336	RAJAS BHAMBHANI	RADISSON	4.8 LPA



5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
337	RAJASVI SINGH	BYTE EDGE	5 LPA
338	RAJAT GUPTA	RAJAT GUPTA & CO. COST	7LPA
339	RAJAT ROHILLA	VPROTECT	8 LPA
340	RAJYASHVITA LAKSHMI MEHTA	MANCHANDA ASSOCIATES	7 LPA
341	RAKSHIT	VEDANTA GROUP	6.6 LPA
342	RANDEEP SINGH	INFOSYS	7.4 LPA
343	RAUNAK CHAUDHARY	ACCENTURE	7 LPA
344	RAUNAK SINGH BUDHRAJA	PARK PLAZA	6 LPA
345	RAVENTH CHADHA	ACEFONE	6 LPA
346	RHEA SETHI	SOMPURA ARTS	4.5 LPA
347	RIA JAIN	<u>CARORBIS.COM</u>	7LPA
348	RICHA KASHYAP	PEACENIK SOLUTIONS PVT. LTD.	6 LPA
349	RICHA PARASHAR	EDIFICE	7 LPA
350	RICHA SARDANA	CPA GLOBAL	6 LPA
351	RIDDHIMA DUGGAL	VSA	8 LPA
352	RIMJHIM SWAMI	ACPL	8 LPA
353	RISHABH BHARDWAJ	JV GOKAL & CO. PVT LTDMUMBAI, MAHARASHTR	5LPA
354	RISHABH JAIN	VEDANT GROUP	6.6 LPA
355	RISHABH MISHRA	TECH MAHINDRA	5.4 LPA
356	RISHABH SHARMA	WECP (WE CREATE PROBLEMS)	7.2 LPA
357	RITIGYA SRIVASTAVA	FAB INTERIORSNEW DELHI, DELHI, INDIA	7LPA
358	RITIKA JHUNJHUNWALA	ACCENTURE	7 LPA
359	RIYA NAGPAL	KREA WORLD	7LPA
360	ROBIN GHUDAIYA	CFI EXPORTSDWARKA, DELHI, INDIA	5LPA
361	ROCHI	DESIGN FORUM INTERNATIONAL DELHI, DELHI, IN	7LPA
362	ROHIT BOKEN	MOENGAGECALIFORNIA-95036	7LPA
363	ROHIT DAGAR	YES BANK	6LPA
364	ROHIT GUPTA	FLIXSTOCK	8 LPA

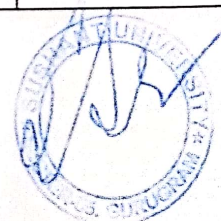




5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			Sushant University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
365	ROHIT KHURANA	TRIDENT INFORMATION SYSTEMS PVT. LTD.	5 LPA
366	ROHIT KUMAR RAGHAV	STUDIO EKAMAI	8LPA
367	ROHIT KUMAR SAH	AMA TOWER	8LPA
368	ROHIT SIKRI	AR STUDIO - ARCHITECTS	7 LPA
369	ROHIT YADAV	MONOTHUMB,MUMBAI, MAHARASHTRA, INDIA	8LPA
370	ROOPAL SAXENA	STUDIO ARCHITECTE PANCHKULA, HARYANA, IND	6LPA
371	ROSHAN KUMAR SAHOO	ACCENTURE	5.5 LPA
372	ROSNI SENGUPTA	GD GOENKA UNIVERSITY, GURUGRAM	8LPA
373	ROUNAK TIWARI	ETERNITY ARCHITECTS, NEW DELHI, DELHI,	8 LPA
374	RUCHI BAJRACHARYA	LA ATELIER	9LPA
375	RUCHIKA AGRAWAL	SRIVASTA S & CO	6 LPA
376	RUCHIRA TANDON	ETERNITY ARCHITECTS, NEW DELHI, DELHI, INDIA	8LPA
377	RUPALI SINGH	ETERNITY ARCHITECTS, NEW DELHI, DELHI,	8LPA
378	SAAKSHI SAINI	IMPACT PROJECTS PVT. LTD.AMRITSAR, PUNJAB, I	7LPA
379	SACHIT PATHAK	AR STUDIO	7 LPA
380	SADIKSHA BHUSAL	YATEEM GROUP ,	6LPA
381	SAGAR ARORA	AR STUDIO	7LPA
382	SAHASRABDEE PANIGRAHI	IBM	4.8LPA
383	SAHIL GAUR	FAREPORTAL, GURUGRAM	4.8LPA
384	SAIF ALI	KOTAK MAHINDRA BANK DELHI, INDIA	4.8 LPA
385	SAKSHAM DHINGRA	NLB SERVICE	7LPA
386	SAKSHAM PANDIT	DESIGN FORUM INTERNATIONAL DELHI, DELHI, I	7LPA
387	SAKSHAM SHARMA	INVOIDGHAZIABAD, UTTAR PRADESH, INDIA	7.2LPA
388	SAKSHI GILHOTRA	DESIGN FORUM INTERNATIONAL DELHI, DELHI, I	7LPA
389	SAKSHI NAGPAL	IDESIGN STUDIOS	7 LPA
390	SALONI	YATEEM GROUP ,	15.6 LPA
391	SALONI CHAUHAN	INTERIOR DESIGNE ESSENTIA ENVIRONMENTS JA	7LPA
392	SAMANYU PURI	VEDANTA GROUP	6.6 LPA



5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
393	SAMARJIT SINGH VERMA	LA ATELIER	9LPA
394	SAMRITI SINGH	AMA, TOWER, NEW DELHI, DELHI, INDIA	9LPA
395	SANJANA CHOUDHARY	DRESMA	8 LPA
396	SANYA	AMA, TOWER,	9LPA
397	SANYA BHALLA	HAYS	6 LPA
398	SARTHAK AHLUWALIA	MCAFFEE	6.6 LPA
399	SARTHAK GUPTA	LEGAL MANAGER , LEGAL COUNSEL SRIVASTA S &	6LPA
400	SARTHAK SINGHAL	TYROO MEDIA PVT LTDGURGAON, HARYANA, IND	3LPA
401	SARTHAK VATS	ROSEATE	3 LPA
402	SARVESH SHARMA	TECH MAHINDRA	7.2 LPA
403	SATYAM PUNDIR	LUMENCI, ILLUMINATING INNOVATIONGURUGRA	5LPA
404	SAUMYAA TANEJA	TYROO MEDIA PVT LTD	3LPA
405	SAURABH	VDOIT TECHNOLOGIESHARYANA, INDIA	8LPA
406	SAURABH AGARWAL	TYROO MEDIA PVT LTDGURGAON, HARYANA, IND	3LPA
407	SAYAM SHARMA	BYTEEDGE	5 LPA
408	SEHR GUPTA	STUDIOAIR,	6LPA
409	SEMANT	DISTRICT BAR ASSOCIATE, GURGAON	5.2 LPA
410	SHAKTI TANWAR	BYTE EDGE	7 LPA
411	SHAKUN SARAF	RIVIGO	5 LPA
412	SHARBANEE MOHANTY	SINANI	5 LPA
413	SHAURYA DHAWAN	D.SHARMA &ASSOCIATES,	5LPA
414	SHIVAM GAMBHIR	KUKA	8 LPA
415	SHIVAM GARG	STUDIO INVOID	5LPA
416	SHIVAM MALHOTRA	STUDIO INVOID GHAZIABAD, UTTAR PRADESH, IN	5LPA
417	SHIVAM SACHDEVA	ODISHA CAPITAL MARKET AND ENTERPRISE	6 LPA
418	SHIVAM VERMA	VELOCITY SOFTWARE SOLUTIONS PRIVATE LIMITED	8 LPA
419	SHIVANG CHAUHAN	STUDIO INVOID GHAZIABAD, UTTAR PRADESH, IN	5LPA
420	SHIVANI AGRAWAL	SPACE DESIGN ASSOCIATES - INDIA	7LPA





5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20

5.2.2.1: Number of outgoing students placed year wise during the last five years

Sushant  
University

S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
421	SHIVIKA	HELLMANN	5.5 LPA
422	SHIVIN KAPOOR	ASELECTOR TECHNOLOGIES GURUGRAM, HARYANA	5LPA
423	SHOBHIT GAHLAWAT	NETSMARTZ	7 LPA
424	SHRAVIT SOOD	VISUAL COMMUNICATIONKREA WORLD NEW DELHI	7LPA
425	SHREY KAPUR	SPACE DESIGN ASSOCIATES - INDIASRINAGAR AREA	5LPA
426	SHREYA KHANNA	DESIGN PLUS STUDIO	6LPA
427	SHREYA SINGLA	HR EXECUTIVECOLLEGE DUNIAGURGAON, HARYANA	4LPA
428	SHRUTI SAHARIYA	DESIGN PLUS STUDIO	6LPA
429	SHUBHAM SHARMA	DESIGN PLUS STUDIO	6 LPA
430	SHUBHAM SOOD	WESTERN FREIGHT SHIPPING LLC	6.3 LPA
431	SIDDHANT MADAN	SRIVASTA S & CO.	6LPA
432	SIDDHARTH BALHARA	ADMIN IBMGURUGRAM, HARYANA, INDIA	4.8LPA
433	SIDDHARTH VERMA	KNOX INTERIORS,	8LPA
434	SIDH KAPOOR	BSR&CO	5.7 LPA
435	SIMRAN ARORAA	KNOX INTERIORS, KOTTAYAM, KERALA, INDIA	8LPA
436	SIMRAN RASWANT	KNOX INTERIORS,	5LPA
437	SIMRAN SAINI	TECH MECH INTERNATIONAL PVT LTDMEERUT, UT	6LPA
438	SIMRAN SEHRAWAT	TECH MECH INTERNATIONAL PVT LTDMEERUT, UT	6LPA
439	SIYA ANAND	TECH MECH INTERNATIONAL PVT LTDMEERUT, UT	6LPA
440	SMARTH SIKKA	SINGH & ASSOCIATE	7.5 LPA
441	SMITI AGARWAL	TEERTHANKER MAHAVEER UNIVERSITY,	9LPA
442	SMRITI	TEERTHANKER MAHAVEER UNIVERSITY,	9 LPA
443	SNEHA B KRISHNAN	TEERTHANKER MAHAVEER UNIVERSITY,	9LPA
444	SONAM CHAUHAN	DISTRICT BAR ASSOCIATE, GURGAON	6 LPA
445	SPANDAN SINGH	LUMENCI, ILLUMINATING INNOVATIONGURUGRAM	5LPA
446	SRISHTI MALHOTRA	SKILLINGYOU- MAKING INDIA SKILLFUL	11 LPA
447	SURAJ MALIK	KUKA	7 LPA
448	SURAJ PRATAP SINGH	VVDN TECHNOLOGIESGURUGRAM, HARYANA	3.6LPA





5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
449	SURBHI GARG	SKILLINGYOU- MAKING INDIA SKILLFUL	11 LPA
450	SUSHANT KUMAR SHAH	YATEEM GROUP ,	7LPA
451	SUSHANT RAGHAV	TALENT ACQUISITION FAREPORTAL, GURUGRAM	4.8LPA
452	SWEKRIT GANDAS	IBMGURUGRAM, HARYANA, INDIA	4.8LPA
453	SYED IFRAH	SKILLINGYOU- MAKING INDIA SKILLFUL	11LPA
454	TAMANNA SIDDIQUI	S&P GLOBAL	7 LPA
455	TANISHA SADANA	MCAFFEE	6.6LPA
456	TANU SHARMA	REAL TIME DATA SERVICES	8 LPA
457	TANUJ KUMAR	ACPL SYSTEMS PVT. LTD.	8 LPA
458	TANVI GARG	MCAFFEE	6.6LPA
459	TANYA SHARMA	VARITE INDIA PVT. LTD.	3 LPA
460	TAPESH RAO	VDOIT TECHNOLOGIES	8LPA
461	TARUN ARORA	INTERIOR COACH	8 LPA
462	TEJAS DEEP	MCAFFEE	6.6LPA
463	TEJASWINI RAI	IMPACT PROJECTS PVT. LTD.	7LPA
464	TRISHLA YADAV	INTERIOR DESIGNERIMPACT PROJECTS PVT. LTD.A	7LPA
465	TUSHAR MEHTA	LIDO, 20A BLOCK, SECTOR 125, NOIDA, UTTAR PR	6LPA
466	TUSHAR PREMI	DRESMA	8 LPA
467	UARVASHI PAHILAJANI	WECP	6.6LPA
468	UDIT RAJ	WECP	6.6LPA
469	UJWAL AJMANI	IMPACT PROJECTS PVT. LTD.AMRITSAR, PUNJAB, I	7LPA
470	UMESH	DISTRIC COURT, GURUGRAM	3.5LPA
471	UPASANA ARORA	OBEROI	5LPA
472	VAIBHAV SEHGAL	CARORBIS.COM	7LPA
473	VANSHAJ PARUTHI	CARORBIS.COM	7LPA
474	VANSHIKA	BLOCKCUBE,GURGAON, HARYANA	4.2LPA
475	VATSAL ARORA	ROADCAST	6LPA
476	VIKAS RAJ SURYA	ANSAL UNIVERSITY	5 LPA



5.2.1 Percentage of placement of outgoing students during the last five years 2019- 20			
5.2.2.1: Number of outgoing students placed year wise during the last five years			<b>Sushant</b> University
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
477	VIKRANT SHARMA	THE COVE	6.3 LPA
478	VIMMY GARG	EQUI LAW PARTNERSNEW DELHI, DELHI	3.6LPA
479	VINAY ADVANI	ENTRA SOLUTIONS PVT. LTD.DELHI	7LPA
480	VINEET YADAV	MOENGAGECALIFORNIA-95037	7LPA
481	VIPLOVE KUMAR RANA	WECP (WE CREATE PROBLEMS)	7.2 LPA
482	VIPUL	ASID CONSULTANTS	8LPA
483	VISHAL DHILLON	OLA (ANI TECHNOLOGIES PVT. LTD)	7.2 LPA
484	VIVEK KUMAR	MEGHA ENGINEERING & INFRASTRUCTURES LTD.	8 LPA
485	VIVEK SINGLA	EQUI LAW PARTNERSNEW DELHI, DELHI	3.6LPA
486	WUPADRASTA VENKATA KANAK	ASID CONSULTANTS · INTERNSHIP	7LPA
487	YAMINI KAPOOR	CAPGEMINITRAINEE MANAGEMENT GURUGRAM	7LPA
488	YAMINI SHARMA	ROSEATE	3 LPA
489	YASH AGARWAL	CAPGEMINIGURUGRAM, HARYANA, INDIA	7LPA
490	YASH GUPTA	HEARING PLUS PVT. LTD.GURUGRAM	5.4LPA
491	YASH KAUSHIK	RHENUS LOGISTICS INDIA (P) LIMITED	8LPA
492	YASH PODDAR	CAPGEMINIGURUGRAM, HARYANA, INDIA	7LPA
493	YASHASVI JAIN	STUDIO ARCHITECTE PANCHKULA, HARYANA, IND	6LPA
494	YASHIKA GUPTA	STUDIO ARCHITECTE PANCHKULA, HARYANA, IND	6LPA
495	YASHIKA SHEOKAND	VILASA LUXURY LIVING	3 LPA
496	YATIN GUPTA	D.SHARMA &ASSOCIATES, GURGAON, HARYANA	6LPA
497	YATIN KUMAR BHARDWAJ	VIBE INDIAN NEW DELHI, DELHI, INDIA	7LPA
498	YOGANSH GUPTA	AIASEC	5.8 LPA
499	YOGEETA BHANDARI	D.SHARMA &ASSOCIATES, GURGAON, HARYANA	6LPA
500	YUVRAJ SABHARWAL	SQUARE YARDS	7 LPA



Date : 19 January 2020

**Offer Letter**

Dear Aaditya Kackar

**Congratulations!**

You have been selected to join AMA Towers through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Associate Analyst with a consolidated pay of Rs. 5,76,214/- p.a. (Rupees Five Lakhs Seventy Six Thousand Two Hundred and Fourteen only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

  
Gaurav Singh  
Head- Human Resource





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604 Aditya High Street, Nh9,  
Ghaziabad, Uttar Pradesh 201009

Date: 20 July, 2020

## Offer Letter

**Aadya Singhal**

Ghaziabad, Uttar Pradesh, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of **Junior Architect** with our organization. You will be placed at our office based at **Studio Invoid** and will be reporting to **Director –Finance and Account**.

You are offered **Rs 5LPA** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

HR Manager





Date: 01 July, 2020

## Offer Letter

Dear Aajit

Congratulations! **Design Plus Studio** is excited to call you our new **Co-Founder & Principal Architect**

We'll focus on wrapping up a few more formalities, including the successful completion of your [background check, drug screening, reference check, etc.], and aim to get you settled into your new role by 01 July, 2020.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

**Design Plus Studio** will start you out at **8.0 LPA** per annum.

As the Design Plus Studio, you'll report to Manager Yash at House No 3, 1st Floor A.N Path Opposite to A.N College, near Petrol Pump, Patna, Bihar 800013 from Your daily responsibilities will include [brief mention of job duties and responsibilities].

You'll be a regular employee of Design Plus Studio, and will be able to participate in benefits such as [medical insurance, 401(k), paid time off, etc.]. You'll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract.

As an at-will employee, both you and Design Plus Studio, are able to terminate

employment for any reason at any time.

**Design Plus Studio**, looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we'll be more than happy to help you.

Best,

HR Manager





# SkillingYou Making Bharat Skillful.

Among The Top 100 Promising Startups by Google Appscale  
& MeitY, Supported by AWS, AGORA & TIE.

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Date: 10 June, 2020

## Offer Letter

Aakriti Tyagi  
SkillingYou- Making India Skillful  
Marketing Manager

Dear Aakriti Tyagi,

We are pleased to offer you the full-time position of SkillingYou- Making India Skillful with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at SkillingYou- Making India Skillful will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 1100000/- per ann. to be paid.

Your Employment with SkillingYou- Making India Skillful will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time

As an employee of SkillingYou- Making India Skillful you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

HR Head





# Naima Aromatique - India

Date: 15 June, 2020

## Offer Letter

To,

**Aarja Singh**

NAIMA, Fab flavours & fragrances pvt. ltd.

14/18 nangli sakrawati extension,

new delhi-110043

**Subject: Offer letter for the Post of Branding Manager and Designer**

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of Branding Manager and Designer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC structure and Salary break-up. Your date of joining would be on or before date.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of-

### Joining:

- 10th and 12th mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs



You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.



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# Naima Aromatique ~ India

Date: 15 June, 2020

We welcome you on board and wish a long association with you and a successful career ahead.

Thanks and Regards

Yours Faithfully

HR Manager





# Space Design Associates<sup>6</sup>

Plot No - 97, Maruti Aspire, Nandanwan Road, Nandanvan Colony, Nagpur - 440024 (Ganesh Nagar)

Date: 15 June, 2020

## Offer Letter

Space Design Associates - India

Srinagar Area, India

01st July, 2020

Dear Aarsh Khan

We are delighted to officially appoint you to the position of Architect at Space Design Associates - India. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

### Appointment Details:

– Job Title: Architect

– Department: Architect

– Reporting to: Tarun Sharma

– Start Date: 01st July, 2020

Please report to the Space Design Associates, Srinagar Area, India on 01st July, 2020 at 6pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Best,

Sincerely,

Rupl Saini

HR Manager





**Tyroo Media Pvt Ltd**  
Gurgaon, Haryana, India

7

Date: July 23, 2019

## Offer Letter

Aasees Kaur Chawla  
Tyroo Media Pvt Ltd  
Gurgaon, Haryana, India

### **Subject: Job Offer for Software Engineer**

We are pleased to offer you employment at Tyroo Media Pvt Ltd. We feel that your skills and background will be valuable assets to our team.

Your Cost to the Company will be Rs.6LPA our discussion, the position is System Analyst. Your starting date will be Aug 16, 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers. We look forward to welcoming you as a new employee at Tyroo Media Pvt Ltd.

Sincerely,

A handwritten signature in black ink, appearing to read "Aasees Kaur Chawla".

HR Manager,



Date : 19 January 2020

**Offer Letter**

Dear Aashi Kumar

**Congratulations!**

You have been selected to join BSR&CO through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Audit assistant with a consolidated pay of Rs. 5,50,000/- p.a. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

  
Vikas Rastogi

Head- Human Resource





Date: 5 June, 2020

## Offer Letter

Dear Aastha Arora

**Appointment as Architectural Designer**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Arroyo Seco Construction effective from 20 June, 2020 under the following terms and conditions:

### **Posting & Transfer**

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

### **Probation**

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

### **Confidentiality**

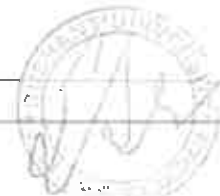
You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

### **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. In relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

**Responsibilities & Duties**  
Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

### **Past Records**





**ARROYO SECO**  
**CONSTRUCTION**  
LANDSCAPE & DESIGN

415 N Quarantina St #510,  
Santa Barbara, CA 93103,  
United

9

Date: 5 June, 2020

***This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.***

***Termination of employment***

***During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof. Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.***

***Upon resignation/termination of employment, you will also return all company property, which may be in your possession.***

***Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.***

***If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.***

***For loss of confidence in you by the company for any of the act committed by you.***

***If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.***

***If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company.***

***If you commit breach of any of the terms of this letter of appointment.***

***Authority***

***No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.***

***If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.***

***Sincerely,***

**HR Manager**



---

Date: 21 June, 2020

## Offer Letter

Aastha Bhandari

StudioAIR, Gurgaon, Haryana

Dear Aastha Bhandari

**Subject:** Offer of Employment at StudioAIR

We are pleased to extend to you the offer of employment for the position of **Junior Architect** located at Noida, Uttar Pradesh, India On-site, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 7 Aug 2020

**Position:** As a **Junior Architect** you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at StudioAIR. Should you have any questions about the offer or the next steps Welcome

Sincerely,

HR Manager





Date: 24 July, 2020

## Letter of Intent

Abhishek Dimri  
Associate Engineer  
HARMAN, India

Subject: Offer of Employment at HARMAN India

Abhishek Dimri

I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer. In line with what was communicated to you during the interview process, your position will be Associate Engineer. Your employment will begin on August 10th, 2020. You will be expected to work 4.4 LPA. Your work will be in-person at our office. If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than August 10th, 2020. We are excited to have you join our organization and we look forward to working with you.

Sincerely,

HR Manager





**Runnel.AI**  
SRE as a SERVICE

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Date: 15 July, 2020

## Offer Letter

Dear Abhishek Jain  
Service Desk Analyst  
**Runnel.AI**

Dear Abhishek Jain

### **Subject: Offer of Employment at Abin Design Studio**

We are pleased to extend to you the offer of employment for the position of **Service Desk Analyst**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Service Desk Analyst you will report directly to the Head of Department, Mr. Navin Kumar and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 8 LPA, before deductions and with holdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Abhishek Jain Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager





Date: 11<sup>th</sup> February, 2020

Mr. Anish Bahadur  
977-9738478873

**Letter of Appointment for the Employment**

Dear Mr. Anish,

Based on our discussion and interview on 16<sup>th</sup> January and the acceptance of offer of employment on 11<sup>th</sup> February, 2020. We are pleased to appoint you to the position of "Sales and Marketing Manager" on contractual employment for two years for Hotel Vaishali under the following terms & conditions.

**A. JOB ASSIGNMENT:**

In your capacity you will be looking overall after sales and marketing and carry out all the work related to your position (job description attached). Your position reports directly to the Executive Director.

**B. TERMS AND CONDITION:**

- It is understood your assignment will be on contract basis for two years and shall automatically be ceased on 11<sup>th</sup> March, 2022 unless renewed by mutual consent.
- You will carry out your duties with diligence and loyalty at all times keeping Company's interest paramount.
- You are employed for job completion and not for number of hours of work. You shall not seek employment or engage in any trade or profession full or part time while in service of Hotel Vaishali.
- This contract may be terminated by either party by giving one month's notice in writing or paying one month's salary lieu of notice.
- During employment you will be bound by company's Rules & Regulation as framed or enforced from time to time.

**HOTEL vaishali**

THAMEL, KATHMANDU, NEPAL

Tel: 4412502, 4425078, 4423634, 4423635, Fax: 977-1-4414510

E-mail: info@hotelvaishali.com

Website: www.hotelvaishali.com



- The company reserves the right to amend or alter these at its discretion without any notice thereof and these will be deemed as Rules & Regulation in terms of your employment agreement.
- Any breach of condition contained in this agreement or any breach of non-compliance with the Hotel Rules and Regulations could render you liable to disciplinary proceedings including the termination of your employment.
- In case of any dispute arising in respect of the terms and condition of service in the domain, the decision of the Executive Director will be final binding on you.
- Your employment is subject to you having found medically fit at the time of your agreement appointment.
- The terms and condition are confidential and shall not be disclosed or disclosed to anyone.
- You will devote your entire time to the work of the company and will not undertake any other direct/indirect business or work, honorary or remunerative, except with the prior written permission of the management in such case.
- You will be requested to maintain co-operative attitude, good manner, courtesy, and politeness with all guests and employees of the hotel. Additionally, it is expected that you will maintain a high level of grooming and personal hygiene at all times.
- If in the opinion of the management you are negligent or inefficient in the performance of your duties or found unreliable or immoral in conduct or should you willfully disobey orders or found guilty of any misconduct, then the management after giving an opportunity to explain clear yourself may terminate your employment without any notice or payment of compensations in lieu of notice.

**C. COMPENSATION:**

Your gross salary will be Rs. 75,000 per month. You will be responsible for your income tax, its and other taxes.

**D. OTHER BENEFITS**

You will be enrolled in the Vaishali Insurance Program to cover for medical expenses for you as per the policy of the hotel.

You will be entitled to a duty meal every working day.

**HOTEL vaishalii**

THAMEL, KATHMANDU, NEPAL  
 Tel: 4422002, 4421678, 4421134, 4423838, Fax: 00977-1-44146578  
 E-mail: hr@hotelvaishali.com  
 Website: www.hotelvaishali.com



You will not be entitled to the following, which have been added to your consolidated salary


1. Provident Fund.
2. Gratuity.

You will be entitled to annual leave benefits of 35 days following 12 months including all types of leaves which are to be taken at the discretion of the management. However the management will not refund any money of any sort of leave balances while terminating/ leaving the job. The yearly leaves will be forfeited every year if not enjoyed.

All public holidays as enjoyed and outlined by the Hotel will be included in the above specified vacation period.

With warm regards,



  
Vishal Kumar,  
Executive Director,  
Hotel Vaishali

#### ACCEPTANCE

I have clearly understood above Terms and Conditions and accept the same. We are sure you will find your assignment with Hotel Vaishali a great challenge and we look forward to a long and mutual beneficial association.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**HOTEL vaishali**

THAMEL, KATHMANDU, NEPAL

Tel: 4413368, 4428876, 4428934, 4423935. Fax: 00977-1-4414510

E-mail: info@hotelvaishali.com

Website: www.hotelvaishali.com





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Date: July 23, 2020

## Offer Letter

To,

**Abhishek Thakur**

Wipro

**Subject: Offer letter for the Post of PHP Software Developer**

**Dear Abhishek Thakur**

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of PHP Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC structure and Salary break-up.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- 10<sup>th</sup> and 12<sup>th</sup> mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

A handwritten signature in blue ink, appearing to be "Abhishek Thakur", is written over a faint circular stamp or watermark.



---

Date: July 23, 2020

We welcome you on board and wish a long association with you and a successful career ahead.

Thanks and Regards

Yours Faithfully

**For Wipro**

A handwritten signature in black ink, appearing to read "Rajesh Tyagi". The signature is written in a cursive style with some loops and flourishes.

**Signature (Signing Authority)**





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Gurgaon, Haryana, India

Ref. No.048984

Date : 23 October 2019

## Offer Letter

Dear Adam Paul

We are pleased to extend to you the offer of employment for the position of Guest Services Associate at Taj Hotels. Your skills and experience will be an ideal fit for our team and we look forward to welcome you.

**Salary:** Your starting salary will be 7 lakhs per annum, before deductions and with holdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

Anjali Singhania  
HR Head



Reference No. 1127/140/6679D17

Date: July 23, 2014

## Offer Letter

To,

**Adesh Pal**

Wipro

**Subject: Offer letter for the Post of PHP Software Developer**

**Dear Adesh Pal**

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of PHP Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC structure and Salary break-up.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- 10<sup>th</sup> and 12<sup>th</sup> mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.





---

Date: July 23, 2014

We welcome you on board and wish a long association with you and a successful career ahead.

Thanks and Regards

Yours Faithfully

For Wipro

A handwritten signature in blue ink, appearing to read "Rakesh Tyagi". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Signature (Signing Authority)



Date: 15 July, 2020

## Offer Letter

Dear Aditi Dayal  
Interior Design Intern  
ASID Consultants - Internship

Dear Aditi Dayal

Subject: Offer of Employment at ASID Consultants - Internship

We are pleased to extend to you the offer of employment for the position of Service Desk Analyst. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Service Desk Analyst, you will report directly to the Head of Department, Mr. Navin Kumar and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 8 LPA, before deductions and with holdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,



HR Manager

Date: 20 Jun, 2020

## Offer Letter

Ms. Aditi Mathur  
Sector 93, Signature Global  
Gurugram Haryana

**Dear Aditi Mathur**

We are pleased to offer you the post of **Software Developer based at Real Time Data Services** and your CTC will be Rs. 90, 0000/- LPA .

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

This offer is subjected to background verification and medical fitness. On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

**You are requested to bring copy of following documents at the time of your joining.**

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

If you have any question, please clarify from the undersigned.

With regards,



**HR - Head**

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

Date : 24 February 2020

## LETTER OF OFFER OF EMPLOYMENT.

Dear Aditty,

Congratulations! Following our recent discussions, we are delighted to offer you the position of social media intern with Salary package of INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Yash Rohatgi  
HR Head

Date : 24 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Aditya Prakash Sharma

Congratulations! Following our recent discussions, we are delighted to offer you the position of Assistant manager with Salary package of INR 7 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,

  
Kartik Verma  
HR Head





PREPARING YOU  
FOR CAREERS OF  
TOMORROW

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Date : 07 March 2020

Offer Letter

Dear Aditya Pratap Singh

Subsequent to your successful interview with our Organization we are pleased to offer you the position as "Clinical Research Coordinator" in our organization. We take pleasure to inform you that your CTC will be Rs.7.5 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work. As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

  
Megah Sharma  
HR Head



Date : 19 January 2020

**Offer Letter**

Dear Aditya Rana

**Congratulations!**

You have been selected to join BSR&CO through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Audit assistant with a consolidated pay of Rs. 5,50,000/- p.a. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.  
We warmly welcome you to the family!

  
Vikas Rastogi

Head- Human Resource





# TANYA SINGH

MUMBAI | MILANO  
Studio@tanyasingh.com

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Date: 01 June, 2020

## Offer Letter

Akanksha Sharma

Tanya Singh Studio, Mumbai, Maharashtra, India

Subject: Architectural Designer

Refer to your interview held in office on dated 15 June, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Architectural Designer with our organization. You will be placed at our office based at Tanya Singh Studio, Mumbai, Maharashtra, India. and will be reporting to Director – Finance and Account.

Your are offered Rs 7.00,000 as pr annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



HR Manager





**Ref. No./CU/R/2022-23/ 203**

Date: 10 June, 2020

## Offer Letter

**Ms. Akanksha Vats**

**Mohali, Punjab**

**Subject: Job Offer for MBA Manager**

Refer to your interview held in office on dated 2 August, 2020 or the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of MBA, Business Analytics with our organization. You will be placed at our office based at Mohali, Punjab and will be reporting to Director – Finance and Account.

You are offered Rs1100000/- per annum cost to company. You shall be eligible for performance appraisal after successful completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/ Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

HR Manager



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Reference No. 1127/140/6679D18

Date: 05/06/2020

To Akash Panchal

Employee Code: \_Ps10866

Dear Akash Panchal

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a Business Development Counsellor with effect from (Date). You will be based out of Wipro office at Plot No. 76 D, Udyog Vihar Phase -4, Sector-18, Gurugram, Haryana-122001

You will be paid gross emoluments and incentives as detailed in Annexure -A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure -B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For Company Name

Wipro

Annexure - A Emoluments can be bifurcated as under: Monthly Yearly Basic Pay 15600 187200 House Rent Allowance 7800 93600 Medical Allowance 2000 24000 Supplementary Allowance 7000 84000 Gross Salary 32400 388800 \*Performance Linked Incentive based on Individual Target 20000 240000 Employer PF Contribution 1800 21600 Total CTC 650,400 During first month fixed component will be 21428 INR, including PF and second month onwards CTC will be revised according to annexure A.

Annexure - B

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**2. Probation**







You will be in probation period of 21 days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

**3. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within Business Development Counsellor will be assigned and explained to you from time to time.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**6. Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best end eavour to prevent any other person from doing so.

**7. Annual Leave:**

You will be entitled to 4 annual leaves for every completed quarter at the company.

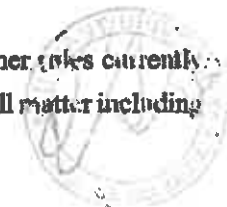
**8. Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other.

**9. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including





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those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

*Rajesh Jaiswal*

HR Manager



# Space Design Associates

Plot No - 97, Maruti Aspire, Nandanwan Road, Nandanvan Colony, Nagpur - 440024 (Ganesh Nagar)

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## Offer Letter

Space Design Associates - India  
Srinagar Area, India  
01st July, 2020

Dear Akash Saxena  
Architect

We are delighted to officially appoint you to the position of Architect at Space Design Associates - India. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

**Appointment Details:**

- Job Title: Architect
- Department: Design
- Reporting to: Tarun Sharma
- Start Date: 01st July, 2020

Please report to the Space Design Associates, Srinagar Area, India on 01st July, 2020 at 6pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,



HR Manager







# Retail Specialist

## Decathlon Sports India

Ref. No 1127/142/6689C55

Date: 20 July, 2020

To  
Akash Singh

Sub: Letter Of Intent

Dear Akash Singh

### Internship

With reference to your application and subsequent interview, we are pleased to offer you employment with Decathlon Sports India, Retail Bangalore, Karnataka

### Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)





# Retail Specialist

## Decathlon Sports India

### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

**NOTE:** You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Retail Specialist and wish you all thebest in your new assignment.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'Ajit'.

HR Manager





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Date: 01 June, 2020

## Offer Letter

Dear Akash Upadhyay

Subsequent to your successful interview with our company, we are pleased to offer you the position of Software engineer in our organization. We take pleasure to inform you that your CTC will be Rs. 7.2 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).  
You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,

Head- Human Resource

Sector 65, Noida, Uttar Pradesh, India







# Carnegie Mellon University

Pittsburgh, Pennsylvania, United States

Date: 15 June, 2020

## Offer Letter

**Ms. Akhila Pentrala**  
**Graduate Teaching Assistant**  
**Carnegie Mellon University**  
**Pittsburgh, Pennsylvania, United States**

Dear Akhila Pentrala

We are pleased to offer you employment at Carnegie Mellon University We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is Graduate Teaching Assistant Your starting date will be 01st July, 2020 The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at Carnegie Mellon University

Sincerely,

HR Head



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**Akhilesh Kumar Saini**  
**Digital Marketing Executive**  
**JNS Instruments**  
**Gurugram, Haryana, India**

**Subject: Offer of Appointment**

**Dear. Akhilesh Kumar Saini , It is our pleasure to welcome you to JNS Instruments.**

**With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Digital Marketing Executive at Akhilesh Kumar Saini with package of 6.0 LPA. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn**

**ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. Your scheduled date of employment with us will be**

**July 24, 2020.**

**We look forward to the opportunity to work with you in an atmosphere that is successful and mutually**

**Sincerely,**

A handwritten signature in blue ink, appearing to be 'S. Saini'.

**HR Manager**





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Date: July 23, 2020

## Offer Letter

To,

**Aksh Agarwal**

Wipro

**Subject: Offer letter for the Post of PHP Software Developer**

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of PHP Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC 6LPA.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- 10<sup>th</sup> and 12<sup>th</sup> mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.



3)



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Date: July 23, 2020

We welcome you on board and wish a long association with you and a successful career ahead.

Thanks and Regards

Yours Faithfully

For Wipro

*Rakesh Jayaswal*

Signature (Signing Authority)





# Space Design Associates

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Plot No - 97, Maruti Aspire, Nandanwan Road, Nandanvan Colony, Nagpur - 440024 (Ganesh Nagar)

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## Offer Letter

Space Design Associates - India

Srinagar Area, India

01st July, 2020

Dear Akshat Chouhan

We are delighted to officially appoint you to the position of Architect at Space Design Associates - India. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

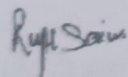
Appointment Details:

- Job Title: Intern
- Department: Architect
- Reporting to: Tarun Sharma
- Start Date: 01st July, 2020

Please report to the Space Design Associates, Srinagar Area, India on 01st July, 2020 at 6pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,



HR Manager



Date: 10 June, 2020

## Offer Letter

Mr. Akshat B.  
Software Engineer  
Vicara Infotech Group AG  
Zürich Area, Switzerland

Dear Akshat B.

We are pleased to offer you the full-time position of Software Engineer with a start date of July 15th, 2020, contingent upon a background check.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 1100000/- per annum, to be paid.  
Your employment with Vicara Infotech Group AG will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of Vicara Infotech Group AG you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,



HR Head

Date : 24 February 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Akshay Kumar Yadav

Congratulations! Following our recent discussions, we are delighted to offer you the position of marketing manager with Salary package of INR 8 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

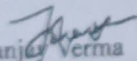
As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sanjay Verma  
HR Head



Date: 01 June, 2020

## Offer Letter

Dear Akshaye Ahuja

**Legal Executive**

Unitech Limited  
New Delhi, Delhi, India

Dear Akshaye Ahuja

**Subject: Offer of Employment at Unitech Limited , New Delhi, Delhi, India**

We are pleased to extend to you the offer of employment for the position of **Legal Executive** located at New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 July 2020

**Position:** As a **Legal Executive** you will report directly to the Head of Department, Ms. Payal, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

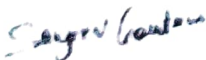
**Salary:** Your starting salary will be 6 LPA , before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,



HR Manager





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DEVSONS ADVERTISING

Akshin Prashar  
Mortgage Analyst  
devson advertising pvt. ltd.  
Delhi

Akshin Prashar

Devson Advertising Pvt. Ltd. pleased to offer you the position of Mortgage Analyst. Your skills and experience will be an ideal fit for our customer service department.

As we discussed, your starting date will be August 1, 2020. The starting salary is Rs 6LPA and is paid on a weekly basis.

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 1. Dental and optical insurance are also available.

Company offers a flexible paid-time off plan which includes vacation, personal, and sick leave. Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company.

Please accept this letter as formal notification that I am leaving my position with Devson Advertising Pvt. Ltd. I have greatly enjoyed working for you. I feel that I have learned a lot, and grown professionally during my time in your employ. I appreciate the opportunity to have worked with such a great group of people.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. When your acknowledgment is received, we will send you employee benefit enrolment forms and an employee handbook which details our benefit plans and retirement plan.

Please let me know if you have any questions or I can provide any additional information.

Sincerely,

Director, Human Resources



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# Tech Mech International Pvt Ltd

Meerut, Uttar Pradesh, India

Ref. No Tech Mech International Pvt Ltd/2020/29...

Date: 1 June, 2020

## Offer Letter

Akshit Sheoran  
Tech mech international pvt ltd  
Meerut, Uttar Pradesh, India

Dear Akshit Sheoran

We are pleased to offer you the full-time student employment position of Junior Architect at Tech mech international pvt ltd with a start date of 20 June, 2024. You will be reporting directly to Manish Mishra at Meerut, Uttar Pradesh, India. We believe your skills and experience are an excellent match for our department.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The hourly rate for this position is to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Junior Architect will be on an at-will basis, which means you and the department are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a part-time student employee of Pepperdine, you are covered under Pepperdine's worker compensation insurance and are eligible to accrue sick time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

HR Manager



Date: 20 Jun, 2020

## Offer Letter

Ms. Akshita Bhardwaj  
QA Tester/Business Analyst  
Keywords Studios  
Gurugram, Haryana, India

Dear Akshita Bhardwaj

We are pleased to offer you the post of QA Tester/Business Analyst and your CTC will be Rs.80,0000/- LPA. Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

This offer is subjected to background verification and medical fitness. On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

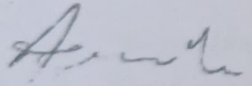
We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

If you have any question, please clarify from the undersigned.

With regards,



HR - Head



Ref No. Knox Interiors /2020/43

Date: 20 July, 2020

## Offer Letter

Alwin Sunny  
Knox Interiors,  
Kottayam, Kerala, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of **Interior Designer** with our organization. You will be placed at our office based at **Knox Interiors**, and will be reporting to Director –Finance and Account.

You are offered **Rs 5LPA** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards  
Yours Faithfully



HR Manager



Date: 20 Jun, 2020

## Offer Letter

Mr. Aman Dubey  
Software Engineer  
DXC Technology ,India.

Dear Aman Dubey

We are pleased to offer you the post of Software Engineer and your CTC will be Rs.80,0000/- LPA .

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

This offer is subjected to background verification and medical fitness. On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

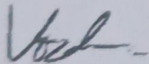
We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

If you have any question, please clarify from the undersigned.

With regards,



HR - Head

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.



Date : 18 January 2020

Letter of Intent

Dear Aman Kumar

Subsequent to your successful interview with our company, we are pleased to offer you the position of Software engineer in our organization. We take pleasure to inform you that your CTC will be Rs. 7 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).  
You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
  
Meenakshi Verma  
Head- Human Resource





Date : 24 February 2020

**LETTER OF OFFER OF EMPLOYMENT.**

Dear Aman Rathee,


Congratulations! Following our recent discussions, we are delighted to offer you the position of social media intern with Salary package of INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,  
  
Yash Ronatgi  
HR Head



Phoenix Design Consultants  
Noida, Uttar Pradesh, India

Date: 12 July, 2020

## Offer Letter

AMAN SINGH

Phoenix Design Consultants  
Noida, Uttar Pradesh, India

Dear Aman Singh

**Subject: Offer of Employment at Phoenix Design Consultants**

We are pleased to extend to you the offer of employment for the position of **Junior Architect** located at Noida, Uttar Pradesh, India On-site , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 Aug 2020

**Position:** As a **Junior Architect** you will report directly to the Junior Architect, Mr. Aman Singh and your duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA , before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at **Phoenix Design Consultants** Should you have any questions about the offer or the next steps Welcome .

Sincerely,

  
HR Manager







Design Forum International  
New Delhi, Delhi, India

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Ref. No. Design Forum International /2020/.....<sup>SS</sup>.....

Date: 01 June, 2020

## Offer Letter

Dear Amanat Sobti  
Design Forum International  
New Delhi, Delhi, india

Dear Amanat Sobti

**Subject: Offer of Employment at Design Forum International**

We are pleased to extend to you the offer of employment for the position of **Designer** located at New Delhi, Delhi, India, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 July 2020

**Position:** As a Designer you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Amanat Sobti. Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager



Date : 11 March 2020

## Joining Letter

Dear Armit

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization. your Salary would be Rs 7 Lakhhs per annum for the post of Software Developer.

Further, we are pleased to offer the position of Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC structure and Salary break-up.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- 10th and 12th mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you on board and wish a long association with you and a successful career ahead.

  
Meenakshi Verma  
Head- Human Resource



Date : 19 January 2020

## Offer Letter

Dear Amit Kumar

Subsequent to your successful interview with our company, we are pleased to offer you the position of Full Stack Developer in our organization. We take pleasure to inform you that your CTC will be Rs. 8 Lakhs per annum.


Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).  
You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
  
Gaurav Singh  
Head- Human Resource



# CTPL.io

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Date : 24 February 2020

**LETTER OF OFFER OF EMPLOYMENT.**

Dear Amit Pal,

Congratulations! Following our recent discussions, we are delighted to offer you the position of social media intern with Salary package of INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Yash Rohatgi  
HR Head







# Retail Specialist

## Decathlon Sports India

Ref. No 1127/142/6689C55

Date: 20 July, 2020

To  
Amit Shokeen

Sub: Letter Of Intent

Dear Amit Shokeen

### Internship

With reference to your application and subsequent interview, we are pleased to offer you employment with Decathlon Sports India, Retail Bangalore, Karnataka

### Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)



4D



# Retail Specialist

## Decathlon Sports India

### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2LacsVariable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

**NOTE:** You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Retail Specialist and wish you all thebest in your new assignment.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'A.H.' with a flourish.

HR Manager



# VISA2FLY

49

Date : 28 March 2020

## Offer Letter

Dear Amit Yadav

Following our recent discussions, we are delighted to offer you the position of Operations Manager with Our Organization. Your Annual salary would be INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

  
Suman Tyagi  
HR Head





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Noida, sector- 16, Uttar Pradesh

Date : 20 November, 2019

Offer letter

Anant Tatla

Gurgaon, Haryana, India

Congratulations! Our Company is Offering you the position of Cyber Security Engineer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance. Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

  
Sincerely,

Mahesh Sharma

HR Head





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# CTPL.io

Date : 24 February 2020

## LETTER OF OFFER OF EMPLOYMENT.

Dear Anchal Tanwar,

Congratulations! Following our recent discussions, we are delighted to offer you the position of social media intern with Salary package of INR 6.5 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

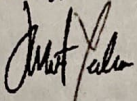
As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Yash Rohatgi

HR Head







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Sector 65, Noida, Uttar Pradesh, India

Ref. No.0955/576

Date : 19 October 2022

## Offer Letter

Dear Anik Singh

Subsequent to your successful interview with our company, we are pleased to offer you the position of Senior Client Relationship Manager in our organization. We take pleasure to inform you that your CTC will be Rs. 7 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

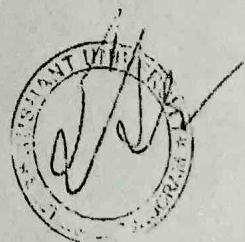
As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).  
You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.  
Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
Komal Verma  
Head- Human Resource

*Komal Verma*



# ABIN DESIGN STUDIO

Kolkata, West Bengal, India

53

Date: 15 July, 2020

## Offer Letter

Dear Anirudh Kumar Rampuria

**Abin Design Studio**

**Junior Architect**

**Kolkata, West Bengal, India**

Dear Anirudh Kumar Rampuria

### **Subject: Offer of Employment at Abin Design Studio**

We are pleased to extend to you the offer of employment for the position of **Junior Architect**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Junior Architect you will report directly to the Head of Department, Mr. Navin Kumar and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 8 LPA, before deductions and with holdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Anirudh Kumar Rampuria. Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager







**Runnel.AI**  
SRE as a SERVICE

59

Date: 15 July, 2020

Dear Anirudh Yadav  
Service Desk Analyst  
Runnel.AI  
California-95035

Dear Anirudh Yadav

Subject: Offer of Employment at Design Forum International

We are delighted to officially appoint you to the position of Service Desk Analyst at Runnel.AI California-95035 . We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: Design Architect
- Employment : Runnel.AI California-95035- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2020
- Compensation: 7LPA

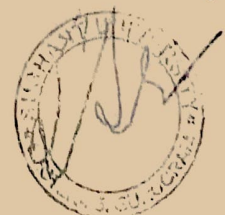
Please report to the Service Desk Analyst Manager on 20 August, 2020 at 5:00Pm . This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager

 1525 McCarthy Blvd, Milpitas, California, 95035





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# Vistara-TATA SIA Airlines Ltd

 Airlines and Aviation Gurugram, Haryana

Date: 15 June, 2020

## Offer Letter

Dear Anjali Gill

Network Engineer - Presales and Deployment

Vistara - TATA SIA Airlines Ltd.

We are delighted to officially appoint you to the position of Network Engineer - Presales and Deployment. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

### Appointment Details:

- Job Title: Network Engineer - Presales and Deployment
- Department: Network Engineer
- Reporting to: Tarun Sharma
- Start Date: 01st July, 2020

Please report to the Space Design Associates, Srinagar Area, India on 01st July, 2020 at 6pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

HR Manager



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SAINTMARTIN

Date : 24 February 2020

Offer Letter

Dear Ankit Chand Dandriyal

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Santmartin as a Account trainee. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 6.5 Lakhs per Annum.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions.

It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to welcoming you to the team and wish you a successful and rewarding career with us.

Thankyou

Regards

Harsh Jain

HR Head





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Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Ankit Kumar Yadav

New Delhi, India

Congratulations! Our Company is Offering you the position of Sales Manager.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Harshita'.

Harshita Sharma

HR Head



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# VISA2FLY

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Date : 28 March 2020

## Offer Letter

Dear Ankit Yadav

Following our recent discussions, we are delighted to offer you the position of Operations Manager with Our Organization. Your Annual salary would be INR 6.2 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

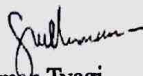
In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

  
Suman Tyagi  
HR Head





# VISA2FLY

Date : 28 March 2020

## Offer Letter

Dear Anshika Gupta

Following our recent discussions, we are delighted to offer you the position of Operations Manager with Our Organization. Your Annual salary would be INR 6.2 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

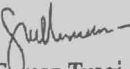
In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

  
Suman Tyagi  
HR Head





STUDIO Ghaziabad, Uttar Pradesh, India

Date: 15 July, 2020

Ms. Anshika Jain  
Principal Architect  
AR STUDIO - Architects  
Ghaziabad, Uttar Pradesh, India

Dear Ms. Anshika Jain

AR STUDIO - Architects is Ms. Anshika Jain to offer you the position of Principal Architect.

The anticipated start date is on the 1 August, depending on job contingencies. As the Principal Architect your responsibilities will include description of duties. You will report directly to manager.

Working hours are 9am -5pm, 6-days week. The base salary for this position is Rs 7,00,000 per year. Payment is on a monthly starting on date. In addition, you will be eligible to receive [bonus system/additional benefit]. AR STUDIO - Architects offers a benefits program that includes [description of benefits].

Your employment with AR STUDIO - Architects will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice. This letter is not a contract and does not indicate the employment terms or duration of your work period.

If you wish to accept this offer of employment, please confirm by signing and returning this letter by 15 July

Sincerely,

A handwritten signature in black ink, appearing to read 'Jain'.

HR Manager



Date : 24 January 2020

Offer Letter

Dear Anshul Arora

**Congratulations!**

You have been selected to join HAYS through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Associate with a consolidated pay of Rs. 6 Lakhs p.a. (per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance,

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

  
Sanjeev Sinha  
Head- Human Resource



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# **HAYS** Working for your tomorrow

Date : 24 January 2020

## Offer Letter

Dear Anshul Khanna

**Congratulations!**

You have been selected to join HAYS through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Associate with a consolidated pay of Rs. 6 Lakhs p.a. (per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.  
We warmly welcome you to the family!

  
Sanjeev Sinha  
Head- Human Resource







**OFFER LETTER PRIVATE AND CONFIDENTIAL**

Date: 20 February 2020

Dear Anshul Tyagi

This is regarding your application and the subsequent discussion you had with us. We are pleased to inform you that you have been selected to join our organization. We look for people who are committed to leadership and our culture of innovation. Role: **Jr. Mechanical Engineer**. You shall be governed by the following terms and conditions of service during the journey with our organization and those may be amended from time to time. Please refer to: Annexure A - Joining Time Document Checklist IIs (For interns only) Annexure C - Employment Terms and Conditions

**1. Compensation and Allowances**

1.1 Your annual package after the successful completion of the Training will be **INR. 7 Lakhs per Annum** including Performance Incentives (based on profile), Benefits & axes as per government rules. After the probation period there will be an increment up to 10%. Performance bonus will start after the probation period and it will be 25%. Therefore, salary will include (Employee PF, Employer PF, Gratuity, Profession Taxes & other charges as per Income Tax Act

1.2 Your compensation components, all amounts, and allowances are Pre-Tax amounts and will be taxable in accordance with the tax nationals in India and you shall be liable for the same from time to time. For allowance requiring reimbursements non-taxable components, you will need to submit receipts/bills; otherwise, they will be paid as taxable components. 1.3 Please refer to "Annexure B" for the stipend applicable during the Training period.

**2. Scope and Responsibilities**

2.1 Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your Manager from time to time. In accepting this offer, you will be required to perform all responsibilities assigned to you with due care and diligence and in compliance with the direction of management.

2.2 You are also required to perform the set tasks during business hours and such reasonable additional time as may be necessary. The above responsibility will neither create any right of employment in the company until definitive employment agreement is signed between the parties.

**3. Posting and Procedures**

3.1 At present, you will be posted at **Gurgaon**. However, based on the job/business requirement, you are liable to be transferred to any of the other offices/ companies/ associate companies, whether in existence and planned in the future, in India or abroad, at our sole discretion.

**4. Shift and Leave Policy**

4.1 You will be flexible to working any shift i.e. Morning, Evening, or Night during your association with Xenon Stack. You will have been entitled to leave & holidays as per the leave policy of the company as well as the location of posting.





**5. Data Protection and Security Policy**

5.1 As an intern/ employee with Xenon Stack, you are committed to ensuring that all the Principal Data (related to you and third party) handled by us will be processed according to legal compliance standards.

5.2 This is your per responsibility to ensure compliance with this policy, to handle all Principal Data consistently with the principles, and to ensure that measures are taken to protect the data security. And, the company (employer) will not be responsible, in any case, Data Protection and Security come and reserves all the right to take strict action against.

5.3 The employment with Xenon stacks and son hold incase a breach of data is there. It is the team owner's responsibility to safeguard the organization's data.

**6. Non-Disclosure Agreement**

6.1 As Xenon Stack is deal in with International as well as Indian clients working in Data and IP, you are liable to sign Non-Disclosure Agreement and Data Protection Policy.

**7. Travel and Expenses**

7.1 You may be required to travel, whether in or around India or overseas, in connection with your Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during your traveling will be reimbursed in accordance with the current travel and expense policy of the Company. You are expected to keep your passport valid always.

**8. Policies and Procedures**

8.1 You are required to comply with all Company policies and procedures mentioned by the organization, as they may be amended or added to from time to time.

12.2 You are under no obligation to any one which prevents you from entering in to this Agreement or restricts the activities or duties which may be assigned to you by the Company.

12.3 All information provided by you is accurate, including academic credentials, if required.

12.4 Successful completion of any background check or security clearance investigation.

12.5 Satisfactory reference having been obtained from your previous and present managers/College staff. To indicate your acceptance, please acknowledge by replying to this email within 2 days of receiving this letter. If you do not return the required documents by this deadline, we will assume that you do not intend to accept this offer and it will be automatically withdrawn without further action on the part of the Company. We look forward to receiving your acceptance of this offer and joining our team.

With Best Regards

by: - Miss Ria Gupta HR Business Partner

— Please send the Acceptance on Mail —————



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# Retail Specialist

## Decathlon Sports India

Ref. No 1127/142/6689C55

Date: 20 July, 2020

To  
Anubhav Jindal

Sub: Letter Of Intent

Dear Anubhav Jindal

### Internship

With reference to your application and subsequent interview, we are pleased to offer you employment with Decathlon Sports India, Retail Bangalore, Karnataka

### Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)





# Retail Specialist

## Decathlon Sports India

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### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

**NOTE:** You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Retail Specialist and wish you all the best in your new assignment.

Yours Sincerely,

HR Manager





Design Forum International  
K-47 Kailash Colony



Date: 25 July, 2020

Dear Anubhav Sahni  
Design Forum International  
Design Architect

Dear Anubhav Sahni

**Subject: Offer of Employment at Design Architect**

We are pleased to extend to you the offer of employment for the position of **Design Architect** New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a Design Architect you will report directly to the Head of Department, Ms. Payal, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA , before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Anubhav Sahni. Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager



Date: 16-11-2019

Ref - WS/T-RATING/19-20

To,  
ANUJ KUMAR  
Congratulations!!!**PRE APPOINTMENT LETTER**

You are preliminary appointment with our organisation "WESTERN SHIPPING" as Trainee Ratings after clearing our selection process and Medical Check-up under the guidance of our panel doctor to get upraised as an 3<sup>rd</sup> Officer / 4<sup>th</sup> Engineer to work on-board a Merchant Ship.

You will have to undergo "Phase 1: Six Months Pre-Sea training" at a shipping academy (Approved by D.G. Shipping, Government of India) which will include Mandatory STCW 2010 courses as Elementary First Aid, Personal Survival Techniques, Personal Safety, Social Responsibilities, Fire Prevention & Fire Fighting for seafarers wherein you be awarded with Pre-Sea Certificate of General Purpose Ratings.

The fees for "Phase 1: Six Months Pre-Sea Training" should be paid by Demand Draft favouring to the shipping Academy (Approved by D.G. Shipping, Government of India) will be according and as per the time slabs given by the Academy.

You will have to undergo "Phase 2: On-Board Apprentice" as Trainee OS / Wiper for the contract period of 9Months in which you will get the remuneration between USD 250 to USD 400 per month (Approx Rs. 18,000 to Rs. 28,000 per month).

Post completion of the above mentioned training; you will be eligible to obtain Certificate of Watch-keeping to take a charge as an AB / Oiler on a Merchant Ship. (As per the career progression of Navigation / Engine Department to become a Captain / Chief Engineer on Merchant Ship)

Your Appointment will be confirmed only after paying Rs. 30,000 (Thirty Thousand Only) by Cash or Demand Draft in favour of WESTLINE SHIPPING SERVICES payable at AHMEDABAD.

You are supposed to report at our office address on or before 30<sup>th</sup> November, Saturday to collect your final Appointment / Confirmation Letter and to make an official agreement with us while submitting your Demand Draft at our Head Office, Ahmadabad.

You are requested to bring Rs. 100 Blank Stamp Paper for agreement while you report for collecting Appointment / Confirmation Letter.

Final Appointment / Confirmation Letter, Copy of Agreement (which will mention your Wages / Salary / Job responsibility / Job profile and further career growth) and your Medical Reports will be given at the time of submission of Demand Draft

Please note that Pre - Sea Training and On-Board Apprentice duration to obtain COC may change as per specific Govt. authority guidelines.

Reporting Address: A-1006 Titanium Heights, Opp Vodafone House Corporate Road Prahlad Nagar, Ahmadabad 380015

Thanks and Regards,  
WESTERN SHIPPING **HEAD OFFICE**  
AHMEDABAD - GUJARATA-1006, Titanium Heights, Opp. Vodafone House,  
Corporate Road, Prahlad Nagar,  
Ahmedabad, Gujarat-380015. +91 (079) 4003 1333/4/5/6 info@westernshipping.in  
www.westernshipping.in

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**Tyroo Media Pvt Ltd**  
Gurgaon, Haryana, India

Date: July 23, 2019

## Offer Letter

Anuj Solanki  
Tyroo Media Pvt Ltd  
Gurgaon, Haryana, India

### **Subject: Job Offer for Software Engineer**

We are pleased to offer you employment at Tyroo Media Pvt Ltd. We feel that your skills and background will be valuable assets to our team.

Your Cost to the Company will be Rs.6LPA our discussion, the position is System Analyst. Your starting date will be Aug 16, 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers. We look forward to welcoming you as a new employee at Tyroo Media Pvt Ltd.

Sincerely,

HR Manager,

Tyroo Media Pvt Ltd



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# I design Studios by Pooja Gupta Kanpur, Uttar Pradesh, India

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Date: 24 July, 2020

Dear Anushka Narad  
Architect,  
I design Studios by Pooja Gupta  
Kanpur, Uttar Pradesh, India

**Subject: Offer of Employment at I design Studios by Pooja Gupta**

We are pleased to extend to you the offer of employment for the position of **Architect** Kanpur, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 19 August 2020

**Position:** As a **Architect** you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA, before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Anushka Narad. Should you have any questions about the offer or the next steps Welcome.

Sincerely,



HR Manager





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# Studio 4th Dimension Dwarka, Delhi

Date: 12 July, 2020

Dear Aparna Acharya  
Architect,  
Studio 4th Dimension  
Dwarka, Delhi, India

**Subject: Offer of Employment at Studio 4th Dimension**

We are pleased to extend to you the offer of employment for the position of **Architect** Dwarka Delhi, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 August 2020

**Position:** As a **Architect** you will report directly to the Head of Department, Ms. Damini, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 5 LPA, before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Aparna Acharya. Should you have any questions about the offer or the next steps Welcome.

Sincerely,

1/2 20

HR Manager





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Date: July 23, 2020

## Offer Letter

To,

**Apoorv Sethi**

**Wipro**

**Subject: Offer letter for the Post of PHP Software Developer**

**Dear Apoorv Sethi**

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of PHP Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC 6LPA.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- 10<sup>th</sup> and 12<sup>th</sup> mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.





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Date: July 23, 2020

We welcome you on board and wish a long association with you and a successful career ahead.

Thanks and Regards

Yours Faithfully

For Wipro

A handwritten signature in black ink, appearing to read "Rajesh Tyagi", is written over the printed name.

Signature (Signing Authority)





LILY&BEANS

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Date : 24 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Aprameya Bakshi

Congratulations! Following our recent discussions, we are delighted to offer you the position of Business Development Manager with Salary package of INR 8.8 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

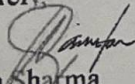
We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,

  
Sneha Sharma  
HR Head







Gurugram, Haryana, India

Date : 26 February 2020

Offer Letter

Dear, Archit Tyagi

New Delhi, India

Congratulations! Our Company is Offering you the position of Software Engineer.

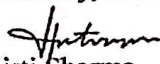
You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 5.8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

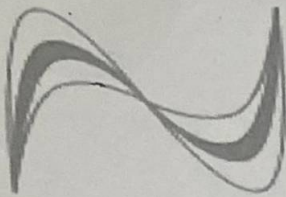
This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Kirti Sharma  
HR Head



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**Nexdigm (SKP)**  
**New Delhi, Delhi, India**

Date: 01 June, 2020

Dear Arishiya Bali

Congratulation  
Offer of Employment

Dear Arishiya Bali

We are pleased to offer you employment at Arishiya Bali. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is Senior Contract Analyst Your starting date will be 1 Aug 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at Senior Contract Analyst

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager





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# DESIGN PLUS STUDIO

## Offer Letter

Dear Arjun Chopra

Congratulations!

Design Plus Studio is excited to call you our new Co-Founder & Principal Architect.

We'll focus on wrapping up a few more formalities, including the successful completion of your [background check, drug screening, reference check, etc.], and aim to get you settled into your new role by 01 July, 2020.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

Design Plus Studio will start you out at 8.0 per annum.

As the Design Plus Studio, you'll report to Manager Yash at House No 3, 1st Floor A.N Path Opposite to A.N College, near Petrol Pump, Patna, Bihar 800013 from Your daily responsibilities will include [brief mention of job duties and responsibilities].

You'll be a regular employee of Design Plus Studio, and will be able to participate in benefits such as [medical insurance, 401(k), paid time off, etc.]. You'll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract.

As an at-will employee, both you and Design Plus Studio, are able to terminate

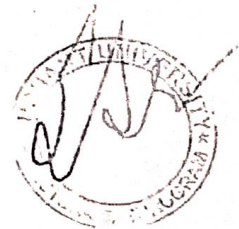
employment for any reason at any time.

Design Plus Studio, looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Best, Regards

*[Signature]*

HR Manager



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Dear Arjun Kanagat  
Layer  
Bar Council of  
Punjab and Haryana

Subject: Offer of Employment at Bar Council of Punjab and Haryana

Start Date: Your start date will be 1 Aug 2020

Position: As a Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5LPA, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

A handwritten signature in black ink, appearing to read "Nihar", with a small flourish at the end.

HR Manager





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Dear Arjun Kanagat  
Layer  
Bar Council of  
Punjab and Haryana

**Subject: Offer of Employment at Bar Council of Punjab and Haryana**

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5LPA , before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

A handwritten signature in black ink, appearing to read "Nihar", with a small flourish at the end.

HR Manager





Unitech Limited  
New Delhi, Delhi, India

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Date: 01 June, 2020

## Offer Letter

Dear Arjun Sharma  
Legal Executive  
Unitech Limited  
New Delhi, Delhi, India

Subject: Offer of Employment at Unitech Limited , New Delhi, Delhi, India

Refer to your interview held in office on dated 20 August 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Legal Executive with our organization. You will be placed at our office based at Unitech Limited New Delhi, Delhi, India . and will be reporting to Director – Finance and Account. You are offered Rs 3.6LPA , as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/Voters ID card/ PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,

HR Manager



Date : 24 January 2020

Offer Letter

Dear Arpit Agarwal

Congratulations!

You have been selected to join HAYS through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Associate with a consolidated pay of Rs. 5.5 Lakhs p.a. (per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.


You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.  
We warmly welcome you to the family!

  
Sanjeev Sinha  
Head- Human Resource





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Date: 15 July, 2020

## Offer Letter

Dear Arsi Gill  
Graphic Designer  
Pee Safe

Dear Arsi Gill

Subject: Offer of Employment at Pee Safe

We are pleased to extend to you the offer of employment for the position of Service Desk Analyst. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Service Desk Analyst you will report directly to the Head of Department, Ms. Koshalpreet and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 8 LPA, before deductions and with holdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Arsi Gill Should you have any questions about the offer or the next steps Welcome.

Sincerely,

  
HR Manager

 Lower Ground Floor, Plot-125,, Pocket 1, Gurugram





Date : 05 January 2020

## Offer Letter

Dear Aryaman Singh

It is my pleasure to offer you the position of Architect at Manchanda Associates. Your total CTC will be INR5Lakhs (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. Probation Term: A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

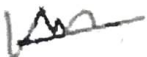
Working Hours: The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,



HR Head





Offer Letter

Dear Ashish Singh,

Sub: Offer Letter

We are pleased to appoint you in our organization as a Back End Developer with effect from 11 August 2020. You will be based out of Capgemini, office at Plot No. 76 D, Udyog Vihar Phase -4, Sector-18, Gurugram, Haryana-122001

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

Meenakshi garg

HR Head

Annexure – A

Emoluments can be bifurcated as under: Monthly		Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
Gross Salary	32400	388800
*Performance Linked Incentive based on Individual Target	20000	240000





Employer PF Contribution	1800	21600
Total CTC		650,400

During first month fixed component will be 21428 INR, including PF and second month onwards CTC will be revised according to annexure A.

**Annexure – B**

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**2. Probation**

You will be in probation period of 21 days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

**3. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within Business Development Counsellor will be assigned and explained to you from time to time.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**6. Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your





employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

**7. Annual Leave:**

You will be entitled to 4 annual leaves for every completed quarter at the company.

**8. Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other.

**9. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of Capgemini.

A handwritten signature in black ink, appearing to read "Meenakshi", written over a horizontal line.

"I hereby accept this offer and I confirm that I have signed out of the placement process"





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# LIDO

20A Block, Sector 125, Noida, Uttar Pradesh 201301

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## Offer Letter

Date : 5 June, 2020

Ashutosh Panday  
Software Engineer,  
Lido,  
20A Block, Sector 125,  
Noida, Uttar Pradesh 201301

With reference to your application and subsequent interview with us, we are placed to offer you the position Software Engineer. In our company your beginning annual salary will be INR 6LPA you are required to join us on or before 5/8/2020 failing which the offer stands cancelled. A detailed letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Thanks & Regards,



Human Resources Manager



## Offer letter

Dear Ashwani Kumar

Following our recent discussions, we are delighted to offer you the position of Marketing Executive with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: Marketing Executive

Start date: Aug 11, 2020

Salary: SLPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Gareema Chauhan  
HR Head



# Geetanjali

## Homeslate Pvt Ltd

*tradition of trust*

Ref. No 1127/142/6689A99

Date: 20 July, 2020

To  
Ashwini Lohia

### Sub: Letter Of Senior Executive.

Dear Ashwini Lohia

With reference to your application and subsequent interview, we are pleased to offer you employment with Geetanjali Homestate Pvt Ltd as a Senior Executive.

#### Joining Date & Job Location

You are required to join on 4<sup>th</sup> August, 2020 at our Gurugram office: - Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001 OR Office No. 1017, Tower B, DLF Corporate Green Golf Course, Extension Road, SPR, Sector 74A, Gurugram, Haryana 122002 M3M84 Market sector 84, Gurugram Haryana. If failing, the offer shall stand canceled.

#### Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)



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# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

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### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

NOTE: You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Geetanjali Family and wish you all the best in your new assignment.

Yours Sincerely,

For and on behalf of Geetanjali Homestate Pvt Ltd.





# Odisha Capital Market and Enterprise

Date : 28 March 2020

## Letter Of Intent

Dear Asish Kumar Swain

Following our recent discussions, we are delighted to offer you the position of Executive Finance with Our Organization. Your Annual salary would be INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

  
Rajan Tyagi  
HR Head





# DESIGN PLUS STUDIO

## Offer Letter

Dear Atishay Agrawal

Congratulations!

Design Plus Studio is excited to call you our new Co-Founder & Principal Architect.

We'll focus on wrapping up a few more formalities, including the successful completion of your [background check, drug screening, reference check, etc.], and aim to get you settled into your new role by 01 July, 2020.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

Design Plus Studio will start you out at 8.0 per annum.

As the Design Plus Studio, you'll report to Manager Yash at House No 3, 1st Floor A.N Path Opposite to A.N College, near Petrol Pump, Patna, Bihar 800013 from Your daily responsibilities will include [brief mention of job duties and responsibilities].

You'll be a regular employee of Design Plus Studio, and will be able to participate in benefits such as [medical insurance, 401(k), paid time off, etc.]. You'll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract.

As an at-will employee, both you and Design Plus Studio, are able to terminate

employment for any reason at any time.

Design Plus Studio, looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Best, Regards

HR Manager





## INTACH, Delhi Chapter

Date: 24 July, 2020

Dear Atreya Saha  
Graphic Illustrator, Designer  
INTACH  
Delhi Chapter

Subject: Offer of Employment at INTACH Delhi Chapter

We are pleased to extend to you the offer of employment for the position of Graphic Illustrator, Designer Delhi, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 19 August 2020

**Position:** As a Graphic Illustrator, you will report directly to the Head of Department, Ms. Neetu and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA, before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Dhriti Kapur. Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager





PREPARING YOU  
FOR CAREERS OF  
TOMORROW

Date : 07 March 2020

Offer Letter

Dear Atul,

Subsequent to your successful interview with our Organization we are pleased to offer you the position as "Clinical Research Coordinator" in our organization. We take pleasure to inform you that your CTC will be Rs.6.5 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work. As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

  
Megah Sharma  
HR Head







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Date : 24 February 2020

**LETTER OF OFFER OF EMPLOYMENT.**

Dear Atul Taneja,

Congratulations! Following our recent discussions, we are delighted to offer you the position of Senior audit associate with Salary package of INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Rajesh Verma  
HR Head



19 February 2020

Offer letter

Dear Avinash Bokan

Following our recent discussions, we are delighted to offer you the position of Full Stack developer with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

The following points outline the band conditions we are proposing. Your Annual salary would be Rs. 5 Lakhs per annum.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sneha Mishra  
HR Head



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# Studio Architecte

Panchkula, Haryana, India

Date: 2 July, 2020

Dear Avni Singla  
Architect,  
Studio Architecte  
Panchkula, Haryana, India

## Subject: Offer of Employment at Studio 4th Dimension

We are pleased to extend to you the offer of employment for the position of **Studio Architecte Panchkula, Haryana, India**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a Architect you will report directly to the Head of Department, Ms. Deepti, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Avni Singla. Should you have any questions about the offer or the next steps Welcome.

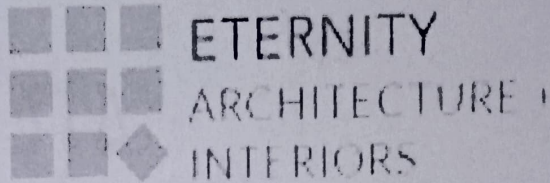
Sincerely,



HR Manager







Eternity Architects, New Delhi, Delhi, India

25 June, 2020

Ar. Ayush Gupta

Sector 38, New Delhi,

Dear Ar. Ayush Gupta

We are pleased to offer you the position of Junior Architect at Eternity Architects, New Delhi, Delhi, India. We believe your skills and experience will be an ideal fit for our team.

Delhi, India, Start Date: 05-07-2020, Salary: Rs. 8,00,000/- per year, payable in accordance with the company's standard payroll schedule.

**Benefits:** You will be eligible for our standard benefits package, which includes [list of benefits, such as health insurance, retirement plans, etc.].

Reporting to: Manager to Mr. Anil Kumar

Responsibilities: Your responsibilities will include [brief overview of job responsibilities].

A detailed job description is attached.

If you have any questions, please do not hesitate to contact me at Email Address.

hr@eternityarchitects.co.in

Sincerely,

A handwritten signature in black ink, appearing to be "Ayush", is written over a circular stamp.

HR. Head

Acceptance:

I accept the position of Junior Architect at Eternity Architects, New Delhi, Delhi, India as outlined in this offer letter.



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## District Court

Date: 15 June, 2020

### Offer Letter

Ayushi Kaushik  
Practicing Lawyer  
District Court, Gurugram

Ayushi Kaushik

We are pleased to offer you employment at District Court, Gurugram. We feel that your skills and background will be valuable assets to our team. Per our discussion, the position is Practicing Lawyer. Your starting date will be 01st July, 2020. If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at District Court, Gurugram.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. D. New'.

Manager







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Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Badal Joshi

New Delhi, India

Congratulations! Our Company is Offering you the position of Sales Manager.

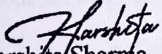
You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 5 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Harshita Sharma  
HR Head





Gurgaon, Haryana, India

Ref. No.048984

Date : 23 October 2019

## Offer Letter

Dear Balaji Sharma

We are pleased to extend to you the offer of employment for the position of Guest Services Associate at Taj Hotels. Your skills and experience will be an ideal fit for our team and we look forward to welcome you.

**Salary:** Your starting salary will be 7 lakhs per annum, before deductions and with holdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

Anjali Singhania  
HR Head







PREPARING YOU  
FOR CAREERS OF  
TOMORROW

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Date : 07 March 2020

Offer Letter

Dear Bharti,

Subsequent to your successful interview with our Organization we are pleased to offer you the position as "Clinical Research Coordinator" in our organization. We take pleasure to inform you that your CTC will be Rs.5 Lakhs per annum.

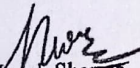
Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work. As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

  
Megah Sharma  
HR Head



Date : 24 January 2020

## Offer Letter

Dear Bhavana Purohit

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Onestep Global as a Support and conversation officer. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per Annum.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions.

It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to welcoming you to the team and wish you a successful and rewarding career with us.

Thankyou

Regards

  
Kriyika Rajpoot  
HR Head







byteridge

WeWork Rajapushpa Summit, Financial District,  
Hyderabad, Telangana 500032

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Ref. No. 823/24834

Date : 11 January, 2020

## Offer Letter

Bhavesh Khola  
New Delhi, India

We are pleased to extend an offer of employment to you for the position of Software Development Engineer at Byteridge. We believe your skills and experience will be an ideal fit for our team.

Position: Software Development Engineer.

Salary: 6 Lakhs per Annum

Your employment with Byteridge will be on an contract basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter within 1 month.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,

Hitesh Sehgal

HR Head

Byteridge





# Sushant University

99

Sushant School of Design

20 July, 2020

Dear Bhavya Arora

Sector 38, New Delhi,

Dear Bhavya Arora

We are pleased to offer you the position of Designer Faculty at Sushant School of Design , Gurugram.  
We believe your skills and experience will be an ideal fit for our team.

**Position:** Designer Faculty at Sushant School of Design , Gurugram., Start Date: 09-08-2020, Salary:  
Rs. 8,00000/- per year, payable in accordance with the company's standard payroll schedule.

**Benefits:** You will be eligible for our standard benefits package, which includes [list of benefits, such as health insurance, retirement plans, etc.].

Reporting to: Manager to Mr. Malik

Responsibilities: Your responsibilities will include [brief overview of job responsibilities].

A detailed job description is attached.

If you have any questions, please do not hesitate to contact me at Email Address.

hr@eternityarchitects.co.in

Sincerely,



HR. Head



Sector 55, Golf Course Road, Gurugram | Toll Free : 1800 270 5520  
www.sushantuniversity.edu.in | admissions@ssushantuniversity.edu.in



**Mandala Design Studio**  
New Delhi, Delhi, India

100

Date: 15 July, 2020

## Offer Letter

Dear Bhrigu Raj Kumar  
**Principal Architect,**  
**Mandala design studio**  
New Delhi, Delhi, India

**Subject: Offer of Employment at Mandala design studio New Delhi, Delhi, India**

We are pleased to extend to you the offer of employment for the position of **Principal Architect**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Principal Architect you will report directly to the Head of Department, Mr. Malik and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Bhrigu Raj Kumar Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager





101  
411, 4th Floor, Bestech Cyber Park, Narsinghpur,  
NH-8, Gurugram, Haryana 122004

## Offer letter

Mr. Bhuvesh Sachdev  
Gurgaon, Haryana, India

We are pleased to offer you the full-time position of Software Engineer at GenX Info Technologies Pvt Ltd, contingent upon a background check. Mr. Umesh Sharma at GenX Info Technologies will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6.5 LPA to be paid on a semi-monthly basis.

Your employment with GenX Info Technologies Pvt Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of GenX Info Technologies you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than March 1st, 2020

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

  
Sincerely  
Rajesh Bansal  
HR Head





Assam down town University  
University in Khankar Gaon, Assam

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Date: 15 July, 2020

## Offer Letter

Welcome to  
Mr. Bikiraj Kalita  
Personal Interest

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of Rs. 45,000 per month and annual salary Rs. 5,40,000  
Please sign and return the copy of this offer letter as a token of your acceptance.

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

HR Manager







# TEERTHANKER MAHAVEER UNIVERSITY

Moradabad

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Ref: M/2014/REF/5802 14

Date: 2 July, 2020

## APPOINTMENT LETTER

**Bikram Ghimire**

**Assistant Professor**

**Teerthanker Mahaveer University, Moradabad**

**Subject: Offer of Appointment**

**Dear. Bikram Ghimire It is our pleasure to welcome you to Teerthanker Mahaveer University, Moradabad**

**With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Assistant Professor at Teerthanker Mahaveer University, Moradabad with package of 15.0 LPA. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.**

**We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.**

Sincerely,

HR Manager





**PREPARING YOU  
FOR CAREERS OF  
TOMORROW**

Date : 07 March 2020

Offer Letter

Dear Chaitanya,

Subsequent to your successful interview with our Organization we are pleased to offer you the position as "Clinical Research Coordinator" in our organization. We take pleasure to inform you that your CTC will be Rs.5 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work. As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

  
Megha Sharma  
HR Head





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TOWER-A, Padas Twin Towers, 2nd floor,  
Suncity, Sector 54, Gurugram, Haryana 122022

Date : 24 January, 2020

**Offer letter**

Chaitanya Vats  
Gurgaon, Haryana

We are pleased to extend an offer of employment to you for the position of Software Development Engineer at Dresma. We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

**Position Details**

Job Title: Software Development Engineer  
Reporting to: Gourav Manchanda  
Start Date: 19 August 2020  
Employment Type: Full-time  
Work Schedule: Flexible  
Job: Remote

**Compensation and Benefits**

Annual Salary Package: 5 lakhs

The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

**Acceptance**

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

  
Sincerely,  
Disha Gupta  
HR Head



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**KREA WORLD**  
New Delhi.

Date: 25 July, 2020

Dear Charu Kalra  
Interior Designer  
KREA World  
New Delhi, Delhi, India

Ms. Charu Kalra

Subject: Offer of Employment at KREA World New Delhi, Delhi, India

We are pleased to extend to you the offer of employment for the position of Interior Designer New Gurugram, India, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard. Your start date will be 20 August 2020

As a Interior Designer you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

Salary: Your starting salary will be 7 LPA , before deductions and withholdings. You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,  
Mr. Gaurav Kumar  
HR Manager





Date: 15 June, 2020

## Offer Letter

Welcome to  
Manoj Kumar Cherukuri  
Optometrist  
Neoretina eye care Institute

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of Rs. 45,000 per month and annual salary Rs. 5,40,000  
Please sign and return the copy of this offer letter as a token of your acceptance.

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,



HR Manager



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## Offer Letter

Chirag Arora  
Manager  
NLB Service  
Gurugram, Haryana, India

Refer to your interview held in office on dated 20 August, 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our office based at Sector-63, Noida-201301 (U.P.); INDIA and will be reporting to Manager.

You are offered Rs 7 LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates/mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

A handwritten signature in black ink, appearing to read "Chirag Arora".

HR Manager



Date: 20 July, 2020

## Offer Letter

**Chitrangda Singh**  
Junior Architect  
Studio Invoid  
Ghaziabad, Uttar Pradesh, India

Refer to your interview held in office on dated 21 June, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Junior Architect with our organization. You will be placed at our office based at Studio Invoid and will be reporting to Director –Finance and Account.

You are offered Rs 5LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



HR Manager



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# LIDO

20A Block, Sector 125, Noida, Uttar Pradesh 201301

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## Offer Letter

Daksh Duggal  
Software Engineer,  
Lido,  
20A Block, Sector 125,  
Noida, Uttar Pradesh 201301

Date : 5 June, 2020

With reference to your application and subsequent interview with us, we are placed to offer you the position Software Engineer. In our company your beginning annual salary will be INR 6LPA you are required to join us on or before 5/8/2020 failing which the offer stands cancelled. A detailed letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Thanks & Regards,



Human Resources Manager







# INDRAPRASTHA GAS LIMITED

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Date : 13 August, 2020

## OFFER LETTER

Mr. Daksh Sankhla  
Gurugram, Haryana, India

Refer to your interview held in office on dated 21 July, 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Inspection Engineer with our organization. You will be placed at our office based at Indraprastha Gas Limited and will be reporting to Director-Finance and Account.

You are offered Rs 8LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

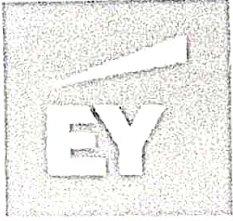
Yours Faithfully

HR Head *Gareema Bansal*

Gareema Bansal

Signature





EY, Gurugram, Haryana, India

Date: 01 June, 2020

Dear Dakshveer Singh Dahiya  
Gurugram, Haryana, India

Subject: Offer of Employment at EY, Gurugram, Haryana, India

Congratulations! We are pleased to confirm that you have been selected to work for Forensic Associate. We are delighted to make you the following job offer.

The position we are offering you is that of Forensic Associate at a monthly salary of 66,000/-with an annual cost to company 8,00,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Forensic Associate
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-08-2020]. Please report to Mr. Abhishek Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately. We are confident you will be able to make a significant contribution to the success of our Studio Ekamai and look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Singh', is written over a horizontal line.

Head HR



# FRANCHISE INDIA

*Ideas For Tomorrow®*

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## Letter Of Intent

Date : 28 March 2020

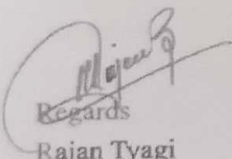
Dear Daljeet Singh Dhillon

Following our recent discussions, we are delighted to offer you the position of Assistant Manager with Our Organization. Your Annual salary would be INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

  
Regards

Rajan Tyagi  
HR Head



# Sushant University

114

Sushant School of Art & Architectur, Gurugram

20 July, 2020

Dear Deeksha Goswami

Sector 38, New Delhi,

Dear Deeksha Goswami

We are pleased to offer you the position of Research and Development Coordinator at Sushant School of Art & Architectur, Gurugram. We believe your skills and experience will be an ideal fit for our team.

**Position:** Eternity Architects, New Delhi, Delhi, India, Start Date: 09-08-2020, Salary: Rs. 8,00000/- per year, payable in accordance with the company's standard payroll schedule.

**Benefits:** You will be eligible for our standard benefits package, which includes [list of benefits, such as health insurance, retirement plans, etc.].

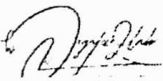
Reporting to: Manager to Mr. Dusyant Kumar

Responsibilities: Your responsibilities will include [brief overview of job responsibilities]. A detailed job description is attached.

If you have any questions, please do not hesitate to contact me at Email Address.

hr@eternityarchitects.co.in

Sincerely,



HR. Head



Sector 55, Golf Course Road, Gurugram | Toll Free : 1800 270 5520  
www.sushantuniversity.edu.in | admissions@ssushantuniversity.edu.in





LILY&BEANS

115

Date : 24 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Deepak Ghudaiya

Congratulations! Following our recent discussions, we are delighted to offer you the position of Business Development Manager with Salary package of INR 5.2 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

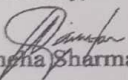
We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,

  
Sneha Sharma  
HR Head







LILY&BEANS

116

Date : 24 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Deepak Ghudaiya

Congratulations! Following our recent discussions, we are delighted to offer you the position of Business Development Manager with Salary package of INR 5.2 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

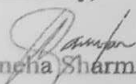
We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
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3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

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Sincerely,

  
Sneha Sharma  
HR Head





Khanna, Punjab, India

Date : 19 February, 2020

Offer Letter

Deepak Gupta  
New Delhi, India


We are pleased to offer you employment at Kian Foods . We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is Managing Director. The enclosed employee handbook outlines the medical and retirement benefits that our company offers. Your annual Package will be Rs.7 lpa

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at Kian Foods.

Sincerely,

  
Deepak Gupta  
Managing Director





LILY&BEANS

118

Date : 24 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Deepak Sharma

Congratulations! Following our recent discussions, we are delighted to offer you the position of Business Development Manager with Salary package of INR 5.2 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,

  
Sucha Sharma  
HR Head





119

Date : 06 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Deepankar Goel

Congratulations! Following our recent discussions, we are delighted to offer you the position of Marketing assistant with Salary package of INR 8 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

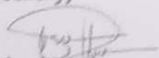
We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,

  
Sneha Sharma

HR Head





Date: 15 June, 2020

## Offer Letter

Welcome to  
Deepika Biswakarma  
Optometrist  
Neoretina eye care Institute

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of Rs. 45,000 per month and annual salary Rs. 5,40,000 .  
Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,



HR Manager





Date : 19 January 2020.

Offer Letter

Dear Deepika Maheshwari

**Congratulations!**

You have been selected to join BSR&CO through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Audit assistant with a consolidated pay of Rs. 5,76,214/- p.a. (Rupees Five Lakhs Seventy Six Thousand Two Hundred and Fourteen only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

  
Vikas Rastogi  
Head- Human Resource





ARCHEE GROUP

122

Date: 12 July, 2020

Dear Deepshikha R.  
**Interior Architect**  
**ARCHEE GROUP CONTRACTS PRIVATE LIMITED**  
**Gurgaon, Haryana, India**

**Subject: Offer Of Employment At Archee Group Contracts Private Limited**

We are pleased to extend to you the offer of employment for the position of **Interior Architect** AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 August 2020

**Position:** As a Interior Architect you will report directly to the Head of Department, Ms. Damini, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 8 LPA , before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Deepshikha R. Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager

 Gurugram, Haryana





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Date : 06 March 2020

**LETTER OF OFFER OF EMPLOYMENT.**

Dear Depika Chhabra

Congratulations! Following our recent discussions, we are delighted to offer you the position of Marketing assistant with Salary package of INR 5 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,

  
Sneha Sharma  
HR Head





124

New Delhi, Delhi, India

Ref. No. 93/2352/346

Date : 20 February, 2020

**Offer letter**

Dear Devansh Khurana  
Gurgaon, Haryana, India

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Trainee Software Engineer and you will be based in Hyderabad.

In this context, we shall be offering you a total CTC package of Rs. 5,80,000 per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 22/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Should you require any further clarifications please feel free to contact the undersigned.

Thank You

Sincerely,

  
Manoj K. Mishra

HR Head





125

Date : 06 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Devika Joshi

Congratulations! Following our recent discussions, we are delighted to offer you the position of Marketing assistant with Salary package of INR 8.2 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,

  
Sneha Sharma

HR Head





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**OFFER LETTER PRIVATE AND CONFIDENTIAL**

Date: 20 February 2020

Dear Dhairya Bakshi

This is regarding your application and the subsequent discussion you had with us. We are pleased to inform you that you have been selected to join our organization. We look for people who are committed to leadership and our culture of innovation. Role: Jr. Engineer. You shall be governed by the following terms and conditions of service during the journey with our organization and those may be amended from time to time. Please refer to: Annexure A - Joining Time Document Checklist IIS (For interns only) Annexure C - Employment Terms and Conditions

**1. Compensation and Allowances**

1.1 Your annual package after the successful completion of the training will be **INR. 7.5 Lakhs per Annum** including Performance Incentives (based on profile), Benefits & axes as per government rules. After the probation period there will be an increment up to 10%. Performance bonus will start after the probation period and it will be 25%. Therefore, salary will include (Employee PF, Employer PF, Gratuity, Profession Taxes & other charges as per Income Tax Act)

1.2 Your compensation components, all amounts, and allowances are Pre-Tax amounts and will be taxable in accordance with the tax nationals in India and you shall be liable for the same from time to time. For allowance requiring reimbursements non-taxable components, you will need to submit receipts/bills; otherwise, they will be paid as taxable components. 1.3 Please refer to "Annexure B" for the stipend applicable during the training period.

**2. Scope and Responsibilities**

2.1 Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your Manager from time to time. In accepting this offer, you will be required to perform all responsibilities assigned to you with due care and diligence and in compliance with the direction of management.

2.2 You are also required to perform the set tasks during business hours and such reasonable additional time as may be necessary. The above responsibility will neither create any right of employment in the company until definitive employment agreement is signed between the parties.

**3. Posting and Procedures**

3.1 At present, you will be posted at Gurgaon. However, based on the job/business requirement, you are liable to be transferred to any of the other offices/ companies/ associate companies, whether in existence and planned in the future, in India or abroad, at our sole discretion.

**4. Shift and Leave Policy**

4.1 You will be flexible to working any shift i.e. Morning, Evening, or Night during your association with Xenon Stack. You will have been entitled to leave & holidays as per the leave policy of the company as well as the location of posting.



12B



**5. Data Protection and Security Policy**

- 5.1 As an intern/ employee with Xenon Stack, you are committed to ensuring that all the Principal Data (related to you and third party) handled by us will be processed according to legal compliance standards.
- 5.2 This is your personal responsibility to ensure compliance with this policy, to handle all Principal Data consistently with the principles, and to ensure that measures are taken to protect the data security. And, the company (employer) will not be responsible, in any case, Data Protection and Security come and reserves all the right to take strict action against.
- 5.3 The employment with Xenon stacks and you hold in case of data is there. It is the team owner's responsibility to safeguard the organization's data.

**6. Non-Disclosure Agreement**

6.1 As Xenon Stack is dealing with International as well as Indian clients working in Data and IP, you are liable to sign Non-Disclosure Agreement and Data Protection Policy.

**7. Travel and Expenses**

7.1 You may be required to travel, whether in or around India or overseas, in connection with your Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during your training will be reimbursed in accordance with the current travel and expense policy of the Company. You are expected to keep your passport valid always.

**8. Policies and Procedures**

8.1 You are required to comply with all Company policies and procedures mentioned by the organization, as they may be amended or added to from time to time.

12.2 You are under no obligation to any one which prevents you from entering in to this Agreement or restricts the activities or duties which may be assigned to you by the Company.

12.3 All information provided by you is accurate, including academic credentials, if required.

12.4 Successful completion of any background check or security clearance investigation.

12.5 Satisfactory reference having been obtained from your previous and present managers/College staff. To indicate your acceptance, please acknowledge by replying to this email within 2 days of receiving this letter. If you do not return the required documents by this deadline, we will assume that you do not intend to accept this offer and it will be automatically withdrawn without further action on the part of the Company. We look forward to receiving your acceptance of this offer and joining our team.

With Best Regards

by: - Miss Ria Gupta HR Business Partner

— Please send the Acceptance on Mail —





Date : 22 March 2020

Offer Letter

Dear Dharya Mahendiratta

Subsequent to your successful interview with our Organization we are pleased to offer you the position as "Real Estate Consultant" in our organization. We take pleasure to inform you that your CTC will be Rs. 8 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work. As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

  
Mitali Sinha  
HR Head





# INTACH, Delhi Chapter

128

Date: 24 July, 2020

Dear Dhriti Kapur  
Architect,  
INTACH  
Delhi Chapter

**Subject: Offer of Employment at INTACH Delhi Chapter**

We are pleased to extend to you the offer of employment for the position of **Architect Delhi, AT**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 19 August 2020

**Position:** As a Architect you will report directly to the Head of Department, Ms. Payal, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA , before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Dhriti Kapur. Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager



129



Reference No. 1127/140/6679D18

Date: July 23, 2014

## Offer Letter

To,

Dhruv Paliwal

Wipro

Subject: Offer letter for the Post of PHP Software Developer

Dear Dhruv Paliwal

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of PHP Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC structure and Salary break-up.

You will be eligible for the following benefits:

- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- 10<sup>th</sup> and 12<sup>th</sup> mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.







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We welcome you on board and wish a long association with you and a successful career ahead.

Thanks and Regards

Yours Faithfully

For Wipro

*Dinesh Kumar*

HR Manager





Sector 54, Noida, Uttar Pradesh, India

Date : 18 November 2019

**Letter of Intent**

Dear Dibidita Wahengbam

Welcome to Ola (ANI Technologies Pvt. Ltd)

Looking forward to have you in our team. We have pleasure to offer you the post of Customer Service Representative. Your date of appointment is effective from the date of joining, which shall be on or before 1<sup>st</sup> August 2020. You will be eligible for salary of Rupees Forty Thousand Only (Rs. 40,000) per month and annual salary Rupees Four Lakh Eighty Thousand Only (Rs. 4,80,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,  
  
Palak Singh  
HR Manager



# Odisha Capital Market and Enterprise

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Date : 28 March 2020

## Letter Of Intent

Dear Diksha Kumari

Following our recent discussions, we are delighted to offer you the position of Executive Finance with Our Organization. Your Annual salary would be INR 5 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.


In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

  
Rajar Tyagi  
HR Head



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Date: 25 July, 2020

Dear Disha Gupta  
Interior Designer  
Sinani  
Gurugram, Haryana, India

Subject: Offer of Employment at Impact Projects Pvt. Ltd.

Refer to your interview held in office on dated 20 August 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Sinani and will be reporting to Director – Finance and Account.

You are offered Rs 5 LPA, as an annual cost to company. You shall be eligible for performance appraisal after successful completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/ Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,

A handwritten signature in black ink, appearing to be "Chaitanya".

HR Manager



## Offer Letter

Ditsa Ghosh  
Junior Architect  
Studio Invoid  
Ghaziabad, Uttar Pradesh, India

Refer to your interview held in office on dated 21 June, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Junior Architect with our organization. You will be placed at our office based at Studio Invoid and will be reporting to Director –Finance and Account.

You are offered Rs 5LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



HR Manager





Date : 11 October 2019

## Offer Letter


Congratulations! Divjyot Singh, I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Guest Service Officer. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 8 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

  
Mohan Mehta  
HR Head



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Letter Of Intent

Date : 28 March 2020

Dear Divya

Following our recent discussions, we are delighted to offer you the position of Assistant Manager with Our Organization. Your Annual salary would be INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.



Regards  
Rajan Tyagi  
HR Head





Offer Letter

Date : 28 March 2020

Dear Divya Kumar

We are pleased to offer you employment at VVDN technologies. We feel that your skills and background will be valuable assets to our team. Your Cost to the Company will be Rs.6, 00,000/- per annum.

Per our discussion, the position is HR executive. Your starting date will be Aug 16, 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

We look forward to welcoming you as a new employee at VVDN technologies.

Sincerely,

Avni Verma  
HR Head





# Runnel.AI

SRE as a SERVICE

137

Date: 15 July, 2020

Dear Divyani Pahwa  
Service Desk Analyst  
Runnel.AI  
California-95035

Dear Divyani Pahwa

Subject: Offer of Employment at Design Forum International

We are delighted to officially appoint you to the position of Service Desk Analyst at Runnel.AI California-95035. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:


- Job Title: Design Architect
- Employment : Runnel.AI California-95035- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2020
- Compensation: 7LPA

Please report to the Service Desk Analyst Manager on 20 August, 2020 at 5:00Pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager

 1525 McCarthy Blvd, Milpitas, California, 95035







**Runnel.AI**  
SRE as a SERVICE

137

Date: 15 July, 2020

## Offer Letter

Dear Divyani Pahwa  
Service Desk Analyst  
**Runnel.AI**

Dear Divyani Pahwa

### **Subject: Offer of Employment at Abin Design Studio**

We are pleased to extend to you the offer of employment for the position of **Service Desk Analyst**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Service Desk Analyst you will report directly to the Head of Department, Mr. Navin Kumar and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 8 LPA, before deductions and with holdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Divyani Pahwa Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager

1525 McCarthy Blvd, Milpitas, California, 95035







138

Date : 24 February 2020

**LETTER OF OFFER OF EMPLOYMENT.**

Dear Ekanki Sharma,

Congratulations! Following our recent discussions, we are delighted to offer you the position of marketing manager with Salary package of INR 8 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sanjay Verma  
HR Head



Ref. No. 1233/7899/20027

Date : 20 January, 2020

## Offer Letter

Dear G. Mukund

We are pleased to offer you the part-time student employment position of Operations Management and Supervision at Thapar School of Management. You will be reporting directly to Mr. Rajesj Sharma at workplace.

We believe your skills and experience are an excellent match for our department. We take pleasure to inform you that your CTC will be Rs.6 Lakhs per annum. Your employment with [Department Name] will be on an at-will basis, which means you and the department are free to terminate the employment relationship at any time for any reason.

This letter is not a contract or guarantee of employment for a definite amount of time. As a part-time student employee of Pepperdine, you are covered under Pepperdine's worker compensation insurance and are eligible to accrue sick time.

Please confirm your acceptance of this offer by signing and returning this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,  
G. Mukund



Date : 19 January 2020

## Offer Letter

Dear Gargi Gairola

Congratulations!

You have been selected to join Incedo inc. through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of HR Executive with a consolidated pay of Rs. 5 Lakhs p.a. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.  
We warmly welcome you to the family!



Vikas Kumar  
Head- Human Resource





**Ptah Architects & Designers  
Gurugram, Haryana**

**Date: 25 July, 2020**

**Dear Garima Aggarwal  
Associate Partner  
Gurugram, Haryana , India  
Path Architects & Designer**

**Dear Garima Aggarwal**

**Subject: Offer of Employment at Path Architects & Designer**

**We are delighted to officially appoint you to the position of Associate Partner at Path Architects & Designer, Gurugram . We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.**

**Appointment Details:**

- Job Title: Associate Partner**
- Reporting to: Abhishek Shukla**
- Start Date: 20 August, 2020**
- Compensation: 7LPA**

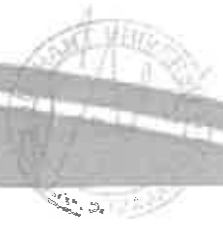
**Please report to the Path Architects & Designer, Gurugram on 20 August, 2020 at 5:00Pm . This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.**

**We eagerly anticipate your contributions and growth within our organization.**

**Sincerely,**

**Sand**

**HR Manager**



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Date : 24 January 2020

Offer Letter

Dear Garv Malhotra

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Orangus as a Digital Marketing Executive. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 6 Lakhs per Annum.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions.

It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to welcoming you to the team and wish you a successful and rewarding career with us.

Thankyou

Regards

  
Minal Rajpoot  
HR Head





## Offer letter

Dear Gaurav Pawar

Following our recent discussions, we are delighted to offer you the position of Software Engineer with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: Marketing Executive

Start date: Aug 18, 2020

Salary: 7 LPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Bharat Chauhan  
HR Head





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## District Court

Date: 15 June, 2020

## Offer Letter

Gaurav Raghav  
Lawyer  
District Court, Gurugram

Gaurav Raghav

We are pleased to offer you employment at District Court, Gurugram. We feel that your skills and background will be valuable assets to our team. Per our discussion, the position is Lawyer Your starting date will be 01st July, 2020 . If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at District Court, Gurugram.

Sincerely,

A handwritten signature in black ink, appearing to read "Sidhu".

Manager





Sector 54, Gurgaon, Haryana, India

Date : 24 January 2020

### Offer Letter

Dear Gaurav Yadav

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Orangus as a Digital Marketing Executive. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 6 Lakhs per Annum.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions.

It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to welcoming you to the team and wish you a successful and rewarding career with us.

Thankyou

Regards

  
Minni Rajpoot

HR Head



Date : 24 February 2020

**LETTER OF OFFER OF EMPLOYMENT.**

Dear Gorish,

Congratulations! Following our recent discussions, we are delighted to offer you the position of marketing manager with Salary package of INR 8 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sanjay Verma  
HR Head





Dear Govind  
Marketing Manager  
Fusion Microfinance,  
New Delhi, Delhi, India

Dear Govind,

Subject: Offer of Employment at Fusion Microfinance, New Delhi, Delhi, India

We are delighted to officially appoint you to the position of Marketing Manager at Fusion Microfinance, New Delhi, Delhi, India. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

**Appointment Details:**

- Job Title: Marketing Manager
- Department: Fusion Microfinance, New Delhi, Delhi, India
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2020
- Compensation: 8.2LPA

Please report to the Mr. Malik on 20 August, 2020 at 5:00Pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Nishu", is written over the printed name of the HR Manager.

HR Manager







148  
Date: 01 June, 2020

## Offer Letter

Dear Advocate Guljaan Ali  
Legal Advisor  
Gurugram, Haryana, India

**Subject: Letter of offer for co-op job placement for Spring 2022 term**

Dear Advocate Guljaan Ali,

I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Legal Advisor. Your employment will begin on August 10, 2020 and will be completed . To this end, you will be employed with for the Spring 2021 co-op work term. You will be expected to work 35 per week with your schedule being 8:30AM-4PM from Monday to Friday. You will be paid at the rate of \$20 per hour. Your work will be in-person at our office.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than November 28, 2021. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to me at [info@samplecompany.ca](mailto:info@samplecompany.ca) or 604-123-4567. Welcome to the team!

Sincerely,

HR Manager





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byteridge

WeWork Rajapetsha Summit, Financial District,  
Hyderabad, Telangana 500032

Ref. No. 823/24834

Date : 11 January, 2020

## Offer Letter

Mr. Gulshan Yadav  
New Delhi, India

We are pleased to extend an offer of employment to you for the position of Software Development Engineer at Byteridge. We believe your skills and experience will be an ideal fit for our team.

Position: Software Development Engineer.

Salary: 7.5 Lakhs per Annum

Your employment with Byteridge will be on an contract basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter within 1 month.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

  
Sincerely,  
Hitesh Sehgal,  
HR Head  
Byteridge



## Offer Letter

**Gunjana Kharbanda**  
**Junior Architect**  
**Studio Invoid**  
**Ghaziabad, Uttar Pradesh, India**

Refer to your interview held in office on dated 21 June, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Junior Architect with our organization. You will be placed at our office based at Studio Invoid and will be reporting to Director –Finance and Account.

You are offered Rs 5LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



HR Manager





151

Gurgaon, Haryana, India

Ref. No.048984

Date : 23 October 2019

## Offer Letter

Dear Hardik Grover

We are pleased to extend to you the offer of employment for the position of Guest Services Associate at Taj Hotels. Your skills and experience will be an ideal fit for our team and we look forward to welcome you.

**Salary:** Your starting salary will be 7 lakhs per annum, before deductions and with holdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

Anjali Singhania  
HR Head





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# L'ATELIER

New Delhi, Delhi, India

Ref. No 1127/142/6689E66

Date: 25 July, 2020

**HARJOT KAUR B**

Landscape Architect

LAATELIER, New Delhi, Delhi, India

**Subject: Job Offer for the post Landscape Architect**

Further, the management has decided to make a job offer for employment with us for the position of QA Tester/Business Analyst with our organization. You will be placed at our office based at Keywords Studios Cyber City, Gurugram, Haryana, India and will be reporting to HOD.

You are offered Rs. 9,00,000 as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

HR Manager





153  
Gurgaon, Haryana, India

Ref. No.048984

Date : 23 October 2019

## Offer Letter

Dear Harsh Malik

We are pleased to extend to you the offer of employment for the position of Guest Services Associate at Taj Hotels. Your skills and experience will be an ideal fit for our team and we look forward to welcome you.

**Salary:** Your starting salary will be 7 lakhs per annum, before deductions and with holdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

  
Anjali Singhania  
HR Head





154

# L'ATELIER

New Delhi, Delhi, India

Ref. No 1127/142/6689E66

Date: 25 July, 2020

Harsh Vardhan Shukla  
Landscape Architect  
LAATELIER, New Delhi, Delhi, India

**Subject: Job Offer for the post Landscape Architect**

Further, the management has decided to make a job offer for employment with us for the position of QA Tester/Business Analyst with our organization. You will be placed at our office based at Keywords Studios Cyber City, Gurugram, Haryana, India and will be reporting to HOD.

You are offered Rs. 9,00,000 as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

HR Manager



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**HAYS** Working for  
your tomorrow

Date : 24 January 2020

Offer Letter

Dear Harsh Vardhan Vats

Congratulations!

You have been selected to join HAYS through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Associate with a consolidated pay of Rs. 5.5 Lakhs p.a. (per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.  
We warmly welcome you to the family!

  
Sanjeev Sinha

Head- Human Resource





Dear Harsh Yadav,

We are pleased to offer you a position of **Relationship Manager, Under the Management Associate - Sales Program at L1 Level** as per the following terms and conditions.

**1. Place of Posting: Jaipur.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

**4. Compensation Package:**

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 72,000
Mobile & Fuel Allowance	Rs. 24,000
Other Allowances	Rs. 92,400
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 480,000</b>
Incentives	Rs. 140,000
<b>CTC *</b>	<b>Rs. 620,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

**4.2. Allowances:**

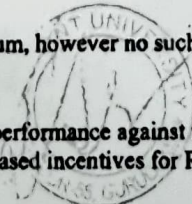
**4.2.1.** You will be entitled to reimbursement of official calls on mobile phone and use of internet data card/wifi (At present this is **Rs. 24,000 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

**4.3. Other Benefits:**

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 140,000/- p.a.**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

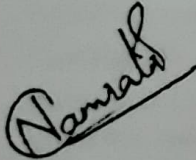
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving notice or in-lieu of such notice, a sum equal to the basic salary for the notice period.

Your Date of Joining shall be April 20, 2020.

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

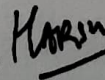


(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on \_\_\_\_\_.

Date: \_\_\_\_\_

(Signature):







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Phoenix Design Consultants  
Noida, Uttar Pradesh, India

Ref. No. Phoenixdesign consultants/2020/...51.

Date: 12 July, 2020

## Offer Letter

Harshi Garg  
Junior Architect  
Phoenix Design Consultants  
Noida, Uttar Pradesh, India

Dear Harshi Garg

**Subject: Offer of Employment at Phoenix Design Consultants**

We are pleased to extend to you the offer of employment for the position of **Junior Architect** located at Noida, Uttar Pradesh, India On-site , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 Aug 2020

**Position:** As a **Project Manager**, you will report directly to the Junior Architect, Harshi Garg and your duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA , before deductions and withholdings.

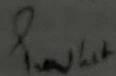
**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at **Phoenix Design Consultants** Should you have any questions about the offer or the next steps Welcome .

Sincerely,



HR Manager



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# Phoenix Design Consultants Noida, Uttar Pradesh, India

Ref. No. Phoenixdesign consultants/2020/...<sup>5A</sup>

Date: 12 July, 2020

## Offer Letter

Harshi Garg  
Junior Architect  
Phoenix Design Consultants  
Noida, Uttar Pradesh, India

Dear Harshi Garg

**Subject: Offer of Employment at Phoenix Design Consultants**

We are pleased to extend to you the offer of employment for the position of **Junior Architect** located at Noida, Uttar Pradesh, India On-site , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 Aug 2020

**Position:** As a **Project Manager**, you will report directly to the Junior Architect, Harshi Garg and your duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be **6 LPA** , before deductions and withholdings.

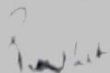
**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at **Phoenix Design Consultants** Should you have any questions about the offer or the next steps Welcome .

Sincerely,



HR Manager





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# INDRAPRASTHA GAS LIMITED

Date : 13 August, 2020

## OFFER LETTER

Harshit Hooda  
Gurugram, Haryana, India

Refer to your interview held in office on dated 21 July, 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Inspection Engineer with our organization. You will be placed at our office based at Indraprastha Gas Limited and will be reporting to Director-Finance and Account.

You are offered Rs 8LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

HR Head

Gareema Bansal

Signature





## Offer letter

15 February 2020

Dear Harshit Mendiratta

We are happy to extend to you an offer to work with Our Organization as a Back End developer in light of our most recent discussions. Upon joining Our Organization, you will be a part of a dynamic and committed team that collaborates to offer our clients the best possible service and guidance.

As a team member of Our Organization, we kindly request your dedication to providing exceptional quality and outcomes that surpass our clients' expectations. Furthermore, we anticipate that you will take personal responsibility for all the goods, deeds, counsel, and outcomes you deliver on behalf of Our Organization. The following points outline the band conditions we are proposing. Your Annual salary would be Rs. 5 Lakhs per annum.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sneha Mishra

HR Head



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# Phoenix Design Consultants Noida, Uttar Pradesh, India

Date: 12 July, 2020

## Offer Letter

Dear Harshit Singhal  
Project Manager  
Phoenix Design Consultants  
Noida, Uttar Pradesh, India

Dear Divyani Pahwa

**Subject: Offer of Employment at Phoenix Design Consultants, Noida**

We are pleased to extend to you the offer of employment for the position of Project Manager Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 10 Aug 2020 As a Project Manager you will report directly to the Head of Department, Mr. Shadab Alam and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 8 LPA, before deductions and with holdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

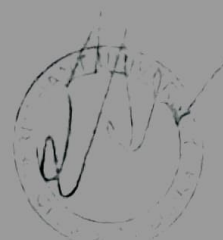
**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Harshit Singhal. Should you have any questions about the offer or the next steps Welcome.

Sincerely,



HR Manager





Ref. No 1127/142/6689A19

Date: 12 July, 2020

## Offer Letter

Ms. Harshita Dawani  
Sector 90, Hyatpur,  
Gurugram, Haryana

### **Subject: Job Offer for the post of Architect**

Refer to your interview held in office on dated 26-06-2019 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Architect with our organization. You will be placed at our office based at Gurugram, Haryana and will be reporting to Director.

You are offered Rs 8,00,000 as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us. Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

Sincerely,



HR Manager





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## Offer Letter

Date : 28 March 2020

Dear Harshit Jain

We are pleased to offer you employment at VVDN technologies. We feel that your skills and background will be valuable assets to our team. Your Cost to the Company will be Rs.6, 50,000/- per annum.

Per our discussion, the position is HR executive. Your starting date will be Aug 16, 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

We look forward to welcoming you as a new employee at VVDN technologies.

Sincerely,

  
Avni Verma  
HR Head





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LegaJoist - Advocates & Solicitors  
Gurgaon, Haryana

Date: 01 June, 2020

## Offer Letter

Dear Harshita Yadav  
Gurugram, Haryana, India

Congratulation  
Offer of Employment

We are delighted to officially appoint you to the position of Design Architect at Design Forum International . We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

**Start Date:** Your start date will be 1 July 2020

**Position:** As a Legal Intern you will report directly to the Head of Department, Ms. Payal, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Harshita Yadav Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager





# Offer Letter

Hemant  
Software Engineer,  
Creanovation,  
Suites 9, 3rd Floor Tower B, Unitech Cyber Park,  
Sector 39, Gurugram, Haryana 122018

Date : 5 June, 2020

With reference to your application and subsequent interview with us, we are placed to offer you the position Software Engineer. In our company your beginning annual salary will be INR 6.5LPA you are required to join us on or before 5 August, 2020 failing which the offer stands cancelled. A detailed letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Thanks & Regards,

*[Signature]*  
Sector 39, Gurugram

Human Resources Manager





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411, 4th Floor, Bestech Cyber Park, Narsinghpur,  
NH-8, Gurugram, Haryana 122004

Date : 20 February, 2010

## Offer letter

Hemant Kumar

Gurgaon, Haryana, India

We are pleased to offer you the full-time position of Software Engineer at GenX Info Technologies Pvt Ltd, contingent upon a background check. Mr. Umesh Sharma at GenX Info Technologies will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6.5 LPA to be paid on a semi-monthly basis.

Your employment with GenX Info Technologies Pvt Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of GenX Info Technologies you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than March 1st, 2020

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,  
  
Rajesh Bansal  
HR Head





Ref. No. Knox Interiors /2020/2.2...

Date: 20 July, 2020

## Offer Letter

Himani Gupta  
Interior Designer  
Knox Interiors,  
Kottayam, Kerala, India

Refer to your interview held in office on dated 21 June, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Knox Interiors, and will be reporting to Director - Finance and Account.

You are offered Rs 5LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



Signature



Date: 21 June, 2020

## Offer Letter

Himanshi Singhal  
Junior Architect  
StudioAIR, Gurgaon, Haryana

Dear Himanshi Singhal

Subject: Offer of Employment at StudioAIR

We are pleased to extend to you the offer of employment for the position of Junior Architect located at Noida, Uttar Pradesh, India On-site, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

Start Date: Your start date will be 7 Aug 2020

Position: As a Junior Architect you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

Salary: Your starting salary will be 6 LPA, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at StudioAIR. Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager



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Dear Himanshu Bhardwaj  
Layer  
Bar Council of  
Punjab and Haryana

**Subject: Offer of Employment at Bar Council of Punjab and Haryana**

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5.5LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager



Date: 20 July, 2020

## Offer Letter

Himanshu Khanna  
Interior Designer  
Knox Interiors,  
Kottayam, Kerala, India

Refer to your interview held in office on dated 21 June, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Knox Interiors, and will be reporting to Director-Finance and Account.

You are offered Rs.5LPA as an annual cost to company. You shall be eligible for performance appraisal after successful completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/Driving license/Voters ID card/PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



Signature



Date: 15 June, 2020

## Offer Letter

Welcome to  
Himanshu Rawat  
Optometrist  
Neoretina eye care Institute

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of Rs. 45,000 per month and annual salary Rs. 5,40,000  
Please sign and return the copy of this offer letter as a token of your acceptance.

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,



HR Manager





Date : 05 February, 2020

**OFFER LETTER**

Mr. Hitesh Bhardwaj  
Gurugram, Haryana, India

Refer to your interview held in office on dated 20 December, 2019 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our office based at Sector-63, Noida-201301 (U.P.) ; INDIA and will be reporting to Manager.

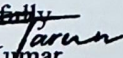
You are offered Rs 7 LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully  
  
Mr. Tarun Kumar  
HR Manager



19 February 2020

Offer letter

Dear Hitesh kumar

Following our recent discussions, we are delighted to offer you the position of Full Stack developer with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

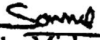
As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

The following points outline the band conditions we are proposing. Your Annual salary would be Rs. 5 Lakhs per annum.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sneha Mishra  
HR Head



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byteridge

WeWork Rajapushpa Summit, Financial District,  
Hyderabad, Telangana 500032

Ref. No. 1895/7834/2457

Date : 11 January, 2020

### Offer Letter

Hitesh Sehgal  
New Delhi, India


We are pleased to extend an offer of employment to you for the position of Software Development Engineer at Byteridge. We believe your skills and experience will be an ideal fit for our team.

Position: Software Development Engineer.

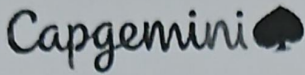
Salary: 8 Lakhs per Annum

Your employment with Byteridge will be on a contract basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter within 1 month.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,  
  
Hitesh Sehgal  
Software Development Engineer  
Byteridge





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Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Date: March 28, 2020**

**Ref No: HR/Campus/LO16186120/1**

**Ikhlas Mukhtar  
Ansal university**

**Letter of Intent ("LOI")**

**Dear Ikhlas Mukhtar,**

With reference to your interview conducted by us at IITM, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

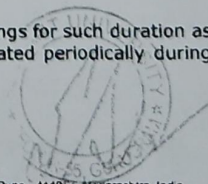
The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.





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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**



**Puneet Kumra**  
**Head - Fresher Hiring**





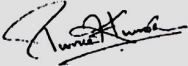
**ANNEXURE 1**

**Ikhlas Mukhtar**

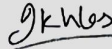
**Analyst and A4**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**



**Puneet Kumra  
Head - Fresher Hiring**



**Signature:** \_\_\_\_\_

**Candidate Name:** Ikhlas Mukhtar

**Date:** 01 April 2020 \_\_\_\_\_





411, 4th Floor, Bestech Cyber Park, Narsinghpur,  
NH-8, Gurugram, Haryana 122004

## Offer letter

Ish Nassa

Gurgaon, Haryana, India

We are pleased to offer you the full-time position of Software Engineer at GenX Info Technologies Pvt Ltd, contingent upon a background check. Mr. Umesh Sharma at GenX Info Technologies will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.


In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6.5 LPA to be paid on a semi-monthly basis.

Your employment with GenX Info Technologies Pvt Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of GenX Info Technologies you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than March 1st, 2020

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,  
  
Rajesh Bansal  
HR Head



# DHRUV DEVANSH

E N T E R P R I S E

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Hauz Khas, New Delhi, Delhi, India

Date : 20 February, 2019

## letter of Intent

Dear Ishan Misra  
Gurgaon, Haryana, India

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Trainee Software Engineer at our company, Dhruv Devansh Enterprises and you will be based in Delhi.

In this context, we shall be offering you a total CTC package of Rs. 7,50,000 per annum and will be subject to statutory and other deductions as per company policies and practices.

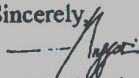
You are required to join us on or before 22/8/2019 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Should you require any further clarifications please feel free to contact the undersigned.

Thank You

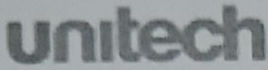
Sincerely,



Avni Rohatgi

HR Head





Unitech Limited  
New Delhi, Delhi, India

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Date: 01 June, 2020

## Offer Letter

Dear Jagdish Mulwani  
Legal Executive  
Unitech Limited  
New Delhi, Delhi, India

Subject: Offer of Employment at Unitech Limited , New Delhi, Delhi, India

Refer to your interview held in office on dated 20 August 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Legal Executive with our organization. You will be placed at our office based at Unitech Limited New Delhi, Delhi, India . and will be reporting to Director – Finance and Account. You are offered Rs 3.6LPA , as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/Driving license/Voters ID card/ PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,

HR Manager



# Studio Arc.o, Luknow

Date: 15 July, 2020

## Offer Letter

Dear Jagrity Khatter  
Junior Architect  
**Studio Arc.o, Lucknow**

Dear Jagrity Khatter

**Subject: Offer of Employment at Studio Arc.o, Lucknow**

**Start Date:** Your start date will be 1 Aug 2020

**Position:** As a Junior Architect you will report directly to the Head of Department, Mr. Malik and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

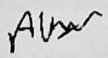
**Salary:** Your starting salary will be 5 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,



HR Manager





# IMPACT PROJECTS PVT. LTD.

Amritsar, Punjab, India

Date: 25 July, 2020

Dear Jaideep Singh Cheema  
Interior Designer  
Impact Projects Pvt. Ltd.  
Amritsar, Punjab, India

Subject: Offer of Employment at Impact Projects Pvt. Ltd.

Refer to your interview held in office on dated 20 August 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Impact Projects Pvt. Ltd. and will be reporting to Director – Finance and Account.

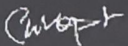
You are offered Rs 7 LPA, as an annual cost to company. You shall be eligible for performance appraisal after successful completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/ Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



HR Manager



18 March 2020

## Offer letter

Dear Japleen Kaur Shinh

Thank you for applying to our company for the position of Architect. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.


Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

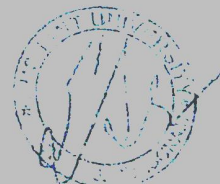
Your salary would be Rs. 9 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards   
Rajneesh Bhardwaj  
HR head





181  
Date : 24 February 2020

**LETTER OF OFFER OF EMPLOYMENT.**

Dear Jaskaran Saini,

Congratulations! Following our recent discussions, we are delighted to offer you the position of Senior audit associate with Salary package of INR 6 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Rajesh Verma  
HR Head



18/2



Dear Jaskiran Kaur  
Layer  
Bar Council of  
Punjab and Haryana

Subject: Offer of Employment at Bar Council of Punjab and Haryana

Start Date: Your start date will be 1 Aug 2020

Position: As a Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5LPA, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager



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# PEACENIK SOLUTIONS PRIVATE LIMITED

Dear Jassica,

With reference to your application and subsequent interview conducted on the 20th of May 2019, we are pleased to offer you a full-time job opportunity with us with the following details and terms and conditions as discussed and agreed upon by you in subsequent discussions following the interview and as embodied in a separate appointment letter which will be given to you at the time of joining.

**Designation: Client Specialist**

**Monthly Salary: INR 14,000** (subject to successful completion of probation period)

**Date of Joining: 03 June 2019**

**Contract Duration: 10 months** ( June 2019 - March 2020 )

**Place of Work: 359, Co-Spaces, Near Maruti Training Academy, DLF Ph 1, Gurgaon, Haryana**

You will be under training/probation for the first three months of your association with us and during this period you will be paid a stipend of **INR 10,000** instead of your full salary. The idea of having the probation period is to make the resource well versed with the business and identifying if they are the right fit for the company and vice-versa. Also, for you to be entitled to the full salary at the end of probation, you are expected to have cleared all your academic backlogs, if any.

You are required to report to work at the above mentioned date of joining and location on or before 10:00 am failing which this offer will stand automatically withdrawn. That may also be the case if your Background Verification Report is in the red.

Further, in case you wish to terminate your employment with us, you shall be required to serve a notice period of 1 month from the date of acceptance of your resignation. However, you can only do so when you have served a minimum of 6 months with the organisation.

Please signify your acceptance of this offer by signing and returning a duplicate copy of this letter within the next 48 hours failing which the offer shall be deemed as accepted by you. We look forward to your joining our team for a long and successful association.

Welcome aboard Team VADDIGADDI.

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**Corporate Identity Number: U50200HR2017PTC070136**  
**Head Office: 359, Sector 28, DLF Ph 1, Gurgaon-122001, Haryana**  
**Tel. +91-8860518195, +91-9999859678 Email: rajiv@vaddigaddi.com**

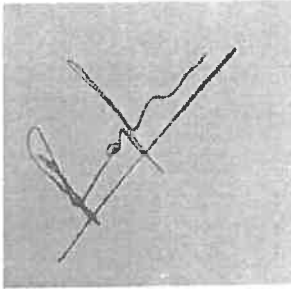


# PEACENIK SOLUTIONS PRIVATE LIMITED

Sincerely,

For PEACENIK SOLUTIONS PVT LTD

Accepted & Agreed



Rajiv Bhardwaj (Director)

Jassica Singh

Dated:

Dated:

**\*\*On joining the company, you are required to furnish the following documents. Please send a scanned copy of the same.**

1. Birth Certificate
2. All academic mark-sheets/degree or provisional certificate for Bachelors/Masters degree
3. Scanned copy of experience/relieving letter from all previous employers (if applicable)
4. Latest salary slip (if applicable)



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**Corporate Identity Number: U50200HR2017PTC070136**  
**Head Office: 359, Sector 28, DLF Ph 1, Gurgaon-122001, Haryana**  
**Tel. +91-8860518195, +91-9999859678 Email: rajiv@vaddigaddi.com**



184  
Gurgaon, Haryana, India

Date : 28 February 2020

### Offer Letter

Dear Jassimar Kaur

We are pleased to offer you the full-time position of Technical Assistant at Acefone. Mr. Prakash Gupta at organization will be your primary contract and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Mr. Afjal Khan  
HR Head



OGPL/HR/OFR/Operations/2020/

January 18, 2020

Jatin Singh  
Ansal University  
Gurugram  
Haryana - 122003

Offer for the post of Cluster Manager

Dear Mr. Jatin

We are pleased to extend the following offer of employment to you on behalf of befikr.in

*You have been selected for the Cluster Manager position. Congratulations!*

We believe that your knowledge, skills & experience would be an ideal fit for operation's team. We hope you will enjoy your role and make a significant contribution to the overall success of befikr.

Please join your duties latest by January 20, 2020 at our Corporate office. You are requested to bring along the following essential documents at the time of joining.

1. Copy of PAN Card
2. Four latest colored passport size photographs.
3. Attested copies of birth certificate/age proof.
4. Attested copies of your testimonials.
5. Relieving letter from last employer, if applicable.
6. Copy of Aadhar Card and Passport
7. Address proof (Voter ID/Driving License/Passport)
8. One cancelled cheque

This offer is subject to you being medically fit & joining by January 20, 2020. Kindly sign the duplicate copy of this letter as a token of your acceptance of this offer. Once again, we welcome you to the befikr family & wish you all the best for a successful career with us.

Thanking you,

Yours faithfully,  
For Opera Gratia Pvt. Ltd.

Sumit Srivastava  
Co-founder

UNDERTAKING

I have read, understood and accept this offer

JATIN  
Jatin Singh



Opera Gratia Pvt. Ltd.

befikr House, 5, DDA Commercial Complex, Panchsheel Park, New Delhi - 110017

CALL 1800 121 7097 befikr@befikr.in www.befikr.in

CIN No. : U11000DL2016PTC0289233 PAN Number : AACCO2516P GSTIN / UIN : 07AACCO2515P2ZE

186



Dear Jatin Yadav  
Layer  
District Bar Association,  
Gurugram Haryana

Subject: Offer of Employment at District Bar Association Gurugram

Start Date: Your start date will be 1 Aug 2020

Position: As a Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5LPA, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager





Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Jhanvi Bhatia

New Delhi, India

Congratulations! Our Company is Offering you the position of Architecture Designer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

Kirti Sharma  
HR Head







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New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Jyoti Gupta  
Guragon, Haryana

Congratulations! Lloyd Automobile is excited to call you our new Architectural Assistant. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely

Kirti Selhi

HR Head



# SOCIAL TAB

Date : 07 March 2020

## LETTER OF OFFER OF EMPLOYMENT.

Dear Jyoti Singh

Congratulations! Following our recent discussions, we are delighted to offer you the position of Senior strategeist with Salary package of INR 5.7 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

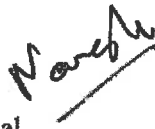
We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with organization

you shall be required to submit the following documents:

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing. We look forward to a mutually beneficial association.

Sincerely,



Naresh Singhal  
HR Head





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Date : 27 January, 2020

LETTER OF INTENT

Dear Kamakshi Sharma

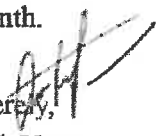
Congratulations! Our Company is Offering you the position of Technical Assistant.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 6.5 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

  
Sincerely,  
Kartik Verma  
HR Head

Enclosed

Anexxure 1

Anexxure 2

Anexxure 3



Date: 15 June, 2020

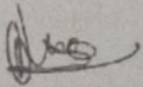
## Offer Letter

Welcome to  
Kamal Thakur  
Optometrist  
Neoretina eye care Institute

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of Rs. 45,000 per month and annual salary Rs. 5,40,000  
Please sign and return the copy of this offer letter as a token of your acceptance.

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,



HR Manager





Date : 24 March 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Karishma Dogra,

Congratulations! Following our recent discussions, we are delighted to offer you the position of Senior executive with Salary package of INR 7 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

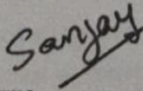
As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Sanjay Verma

HR Head







Sector 65, Noida, Uttar Pradesh, India

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Date : 24 January 2020

Offer letter

Dear Karmanya Gupta

Congratulations! You have been selected to join ACPL. We are pleased to offer you the position of Architecture Designer with a consolidated pay of Rs. 5 lakhs per Annum. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

For each employee, the insurance coverage extends to yourself, your spouse and two of your children.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

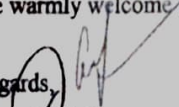
You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

Regards,  
  
Meehakshi Gupta  
HR Head



Date : 18 February 2020

Offer Letter

Dear Kartik Malhotra

It is our pleasure to give you the offer letter on behalf of our company and the job role would be Architectural Designer.

Your monthly compensation is according to the salary your CTC would be 8 Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-07-2020

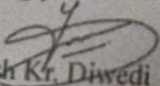
You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

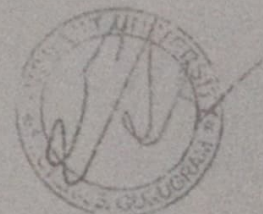
1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

Wishing you all the best

  
Yogesh Kr. Diwedi  
HR Manager





Date : 11 January, 2020

## Offer Letter

Kartikay Sharma  
New Delhi, India

We are pleased to extend an offer of employment to you for the position of Marketing Executive at VDH Foods. We believe your skills and experience will be an ideal fit for our team. We take pleasure to inform you that your CTC will be Rs.5 lakhs per annum

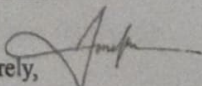
Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

Your employment with VDH Foods will be on an contract basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter within 1 month.

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Pan Card & Passport copy.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,  
  
Kartikay Sharma  
Marketing Executive  
VDH Foods





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New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Kashish Gulati  
Guragon, Haryana


Congratulations! Lloyd Automobile is excited to call you our new Operations Team Lead. We'll focus on wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely  
  
Kashish Gulati  
Operations Team Lead







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Hauz khas, New Delhi, India

Date : 18 February 2020

### Letter of Intent

Dear Kavya Rajora

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Organization as a Landscape Architect, effective from 10.09.2020.

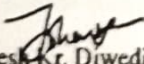
As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per annum

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to welcoming you to the Organization and wish you a successful and rewarding career with us.

Sincerely,

  
Yogesh K.R. Diwedi  
HR Manager





Date : 13 March 2020

Congratulations!

Dear Keshav Wasal

Following our recent discussions, we are delighted to offer you the position of Landscape Architect with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: landscape Architect

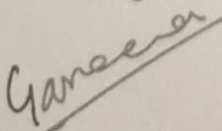
Start date: Aug 11, 2020

Salary: 6LPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Gareema Chauhan

HR Head





19/2

Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Kinshuk Katahra

New Delhi, India

Congratulations! Our Company is Offering you the position of Sales Manager.

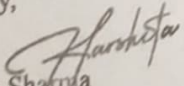
You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 5 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Harshita Sharma  
HR Head





Date : 05 January 2020

## Offer Letter

Dear Kiran Kumar

It is my pleasure to offer you the position of Landscape Architect at Manchanda Associates. Your total CTC will be INR 8 Lakhs (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

**Probation Term:** A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

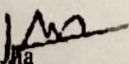
**Working Hours:** The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

**Notice Period:** You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,

  
Ragini Jha

HR Head



18 March 2020

Offer letter

Dear Kirti Khurana

Thank you for applying to our company for the position of Architect. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.


Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Your salary would be Rs. 7 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards   
Rajneesh Bhardwaj  
HR head







202  
Gurgaon, Haryana, India

Date : 28 February 2020

### Offer Letter

Dear Komal Vijjan

We are pleased to offer you the full-time position of Technical Assistant at Acefone. Mr. Prakash Gupta at organization will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6 LPA to be paid on a semi-monthly basis.

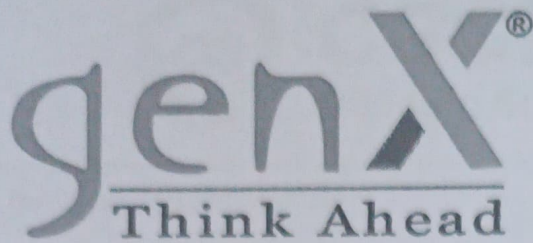
Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

  
Mr. Ajjal Khan  
HR Head





203

411, 4th Floor, Bestech Cyber Park, Narsinghpur,  
NH-8, Gurugram, Haryana 122004

## Offer letter

Dear Krishan Arora  
Gurgaon, Haryana, India

We are pleased to offer you the full-time position of Software Engineer at GenX Info Technologies Pvt Ltd, contingent upon a background check. Mr. Umesh Sharma at GenX Info Technologies will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

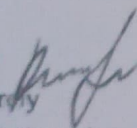
In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 7.2 LPA to be paid on a semi-monthly basis.

Your employment with GenX Info Technologies Pvt Ltd will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of GenX Info Technologies you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than March 1st, 2020

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely  
  
Rajesh Bansal  
HR Head





Ref. No. Crownstack/2020/FD/038

Date: 10 June, 2020

## Offer Letter

Krishna Prasad Bhattarai  
Frontend Developer  
Crownstack  
Sector 93, Signature Global  
Gurugram Haryana

Dear Parveen Garg,

We are pleased to offer you the full-time position of Frontend Developer at Crownstack with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at Crownstack will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 1100000/- per annum, to be paid.

Your Employment with Crownstack will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of Crownstack you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

HR Head



Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Kriteeka Sharma

New Delhi, India

Congratulations! Our Company is Offering you the position of Architecture Designer.

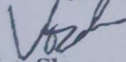
You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Kirti Sharma  
HR Head







New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Kshitij Anand  
Guragon, Haryana

Congratulations! Lloyd Automobile is excited to call you our new Architectural Assistant. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

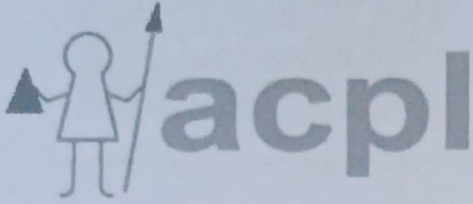
Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely  
Kirti Sethi  
HR Head



207

Noida, sector- 16, Uttar Pradesh

Date : 20 November, 2019

Offer letter

Kshitiz Khandelwal

Gurgaon, Haryana, India


Congratulations! Our Company is Offering you the position of Cyber Security Engineer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance. Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Mahesh Sharma

HR Head







Sector 54, Gurgaon, Haryana, India

Date : 24 January 2020

Offer Letter

Dear Kshitiz Paliwal

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Orangus as a Digital Marketing Executive. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 6 Lakhs per Annum.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions.

It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to welcoming you to the team and wish you a successful and rewarding career with us.

Thankyou

Regards

  
Minal Rajpoot  
HR Head



209  
**CROWNSTACK**  
Building Sustainable Solutions

Ref. No. Crownstack/2020/FD/038

Date: 10 June, 2019

## Offer Letter

Kudrat Singh  
Interior Designer  
Crownstack  
Sector 93, Signature Global  
Gurugram Haryana

Dear Kudrat Singh,

We are pleased to offer you the full-time position of Interior Designer at Crownstack with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at Crownstack will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

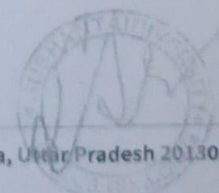
The starting annual salary for this position is 6LPA to be paid.

Your Employment with Crownstack will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of Crownstack you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

HR Head





Date : 27 January, 2020

LETTER OF INTENT

Dear Kumar Rahul Naman

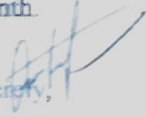
Congratulations! Our Company is Offering you the position of Technical Assistant.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 6.5 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,  
  
Kartik Verma  
HR Head

Enclosed

Annexure 1

Annexure 2

Annexure 3

# Chitra Vishwanath Architects

Sector - 54, Gurgaon, India

Date : 17 January 2020

## Offer Letter

Dear Kunal Jain

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Trainee Architectural Engineer - Level 2 and you will be based in Gurgaon

In this context, we shall be offering you a total CTC package of Rs. 750000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 22/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

**Probation Term:** A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

**Working Hours:** The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

**Notice Period:** You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,  
  
Komal Gupta  
HR Head



# Sinani

278  
212

## Letter of Offer for Internship

Date: 22/10/2019

To,

**Mr. Kunal Sharma,**

Dear Kunal,

**Sub: Appointment for the position of 'Trainee' to be based at Gurgaon**

We thank you very much for spending your valuable time to understand our business. We are pleased to appoint you as **Trainee** on monthly stipend of Rs 15000/- to be paid on pro rata basis. We request you to join on 02/01/2020.

Kindly submit the following documents at the earliest:

1. Copy of Adhar Card & Pan card
2. Two Passports sized photographs
3. One reference letter from respectable person of the society/ educational institution
4. Bank Account details to which stipend deposit will be made
5. Photocopy of all Education Related Documents.

We wish you all the best and welcome you to **Dresma** !

Thanking you,

Yours truly,

For Sinani Services Pvt. Ltd.

Namita Bhardwaj

**Manager - HR**

I will join the services on 02/01/2020. If I fail to join the services of the company on the date mentioned above, or do not get permission in writing from the company to join on such other extended date, my appointment may be cancelled.

Signature:

Date:

Sinani Retail Private Limited  
U74999HR2018PTC075029  
E: sinani.retail@gmail.com  
W: sinaniretail.com

618 Bestech Business Towers  
Sohna Road, Sector 48  
Gurgaon 122018, INDIA  
T: +91 124 4385988



Date : 17 January 2020

## Offer Letter

Dear Kunal Singal

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Architect and you will be based in Gurgaon. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role

In this context, we shall be offering you a total CTC package of Rs. 750000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 14/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,

Komal Gupta

HR Head





214

Date : 24 January 2020

Offer Letter

Dear Kusum Yadav

Congratulations!

You have been selected to join RBL bank through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Relationship officer with a consolidated pay of Rs. 6 Lakhs p.a. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days. Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

A handwritten signature in black ink, appearing to read 'Heena Johri'.

Heena Johri

Head- Human Resource





Gaurav Sharma Law Offices

Date: 01 June, 2020

earLakshay Sharma

New Delhi, India

**Congratulation  
Offer of Employment**

Refer to your interview held in office on dated 1 July, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Legal Associate with our organization. You will be placed at our office Gaurav Sharma Law Offices , New Delhi, India and will be reporting to Director –Finance and Account.

Your are offered Rs 6LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Sincerely,

HR Manager



Date : 17 January 2020

## Offer Letter

Dear Lakshya Garg

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Junior Architect and you will be based in Gurgaon. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role

In this context, we shall be offering you a total CTC package of Rs. 750000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 14/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,   
Komal Gupta  
HR Head



Date : 24 January 2020

## Offer Letter

Dear Lalit Kumar Sharma

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Onestep Global as a Support and conversation officer. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per Annum.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions.

It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to welcoming you to the team and wish you a successful and rewarding career with us.

Thankyou .

Regards

  
Kriatika Rajpoot  
HR Head





Date : 18 February 2020

Offer Letter

Dear Lipika Goswami

It is our pleasure to give you the offer letter on behalf of our company and the job role would be Architectural Designer.

Your monthly compensation is according to the salary your CTC would be 8 Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-07-2020

You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

Wishing you all the best

Yogesh K. Diwedi  
HR Manager





**MoEngage**  
California

219

Date: 15 July, 2020

Dear Lokesh Yadav  
DevSecOps Engineer  
MoEngage  
California-95035

Dear Lokesh Yadav

Subject: Offer of Employment at MoEngage, California

We are delighted to officially appoint you to the position of DevSecOps Engineer at MoEngage, California. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: DevSecOps Engineer
- Employment : MoEngage, California
- Start Date: 20 August, 2020
- Compensation: 7LPA

Please report to the Sr. Engineer on 20 August, 2020 at 5:00Pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager

 California, 95035





Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear, Maanvi Rampal  
New Delhi, India

Congratulations! Our Company is Offering you the position of Sales Coordinator.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 5.8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

Kirti Sharma   
HR Head





291

Sector 65, Noida, Uttar Pradesh, India

Date : 24 January 2020

Offer letter

Dear Madhur Agarwal

Congratulations! You have been selected to join ACPL. We are pleased to offer you the position of Architecture Designer with a consolidated pay of Rs. 5 lakhs per Annum. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

For each employee, the insurance coverage extends to yourself, your spouse and two of your children.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

Regards,  
Meenakshi Gupta  
HR Head





**MoEngage**  
California

222

Date: 15 July, 2020

Dear Madhur Jain  
DevSecOps Engineer  
MoEngage  
California-95035

Dear Madhur Jain

Subject: Offer of Employment at MoEngage, California

We are delighted to officially appoint you to the position of DevSecOps Engineer at MoEngage, California. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: DevSecOps Engineer
- Employment : MoEngage, California
- Start Date: 20 August, 2020
- Compensation: 7LPA

Please report to the Sr. Engineer on 20 August, 2020 at 5:00Pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager

California, 95035





# RIVIGO

Ajmeri Gate, Delhi, India

Ref. No. 935/367946

Date : 20 February, 2019

## Offer Letter

Malvika Grover  
Gurgaon, Haryana, India

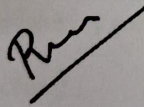
Congratulations! RIVIGO is Offering you the position of Software Engineer. The anticipated start date is 18 July 2020, depending on job contingencies.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basic salary for this position is Rs 7 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit]. RIVIGO offers a benefits program that includes Health Insurance. Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice. This letter is not a contract and does not indicate the employment terms or duration of your work period.

If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Rajesh Yadav  
HR Head





24  
Gurgaon, Haryana, India

18 March 2020

## Offer letter

Dear Manan Shah

Thank you for applying to our company for the position of Architect. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.


Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Your salary would be Rs. 7 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards   
Rajneesh Bhardwaj  
HR head



**CROWNSTACK**

Building Sustainable Solutions

225

Ref. No. Crownstack/2020/FD/038

Date: 10 June, 2019

## Offer Letter

Manas Arya  
Interior Designer  
Crownstack  
Sector 93, Signature Global  
Gurugram Haryana

Dear Manas Arya,

We are pleased to offer you the full-time position of Interior Designer at Crownstack with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at Crownstack will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 6LPA to be paid.

Your Employment with Crownstack will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of Crownstack you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

HR Head





Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Congratulations! Manaswini Sharma, I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Software Engineer. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 8 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

A handwritten signature in cursive script, appearing to read 'Kritika Sharma'.

Kritika Sharma

HR Head



Date : 11 October 2019

## Offer Letter

Dear Manjy Shankar

Subsequent to your successful interview with our company, we are pleased to offer you the position of "Back End Developer" in our organization. We take pleasure to inform you that your CTC will be Rs. 8.5 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

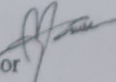
As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
  
Mansi Kapoor  
Head- Human Resource







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**CROWNSTACK**  
Building Sustainable Solutions

Ref. No. Crownstack/2020/TD/038

Date: 10 June, 2019

## Offer Letter

Mandira Singh  
Interior Designer  
Crownstack  
Sector 93, Signature Global  
Gurugram Haryana

Dear Mandira Singh,

We are pleased to offer you the full-time position of Interior Designer at Crownstack with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at Crownstack will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 6LPA to be paid.

Your Employment with Crownstack will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of Crownstack you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

HR Head







Gurgaon, Haryana, India

Date : 28 February 2020

### Offer Letter

Dear Manisha Jain

We are pleased to offer you the full-time position of Technical Assistant at Acefone. Mr. Prakash Gupta at organization will be your primary contract and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

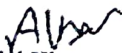
In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

  
Mr. Afjal Khan  
HR Head





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Sector 65, Noida, Uttar Pradesh, India

Ref. No.0955/576

Date : 18 November 2019

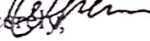
Offer Letter

Dear Manisha Kumari,

Welcome to Warehow Technologies

Looking forward to have you in our team. We have pleasure to offer you the post of MEAN stack Developer. Your date of appointment is effective from the date of joining, which shall be on or before 1 st January 2020 . You will be eligible for salary of Rupees Fifty Thousand Only (Rs. 50,000) per month and annual salary Rupees Six Lakhs Only (Rs. 6,00,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,  
  
Abhirupa Dakua  
HR Manager





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**VVDN TECHNOLOGIES**  
**Gurugram, Haryana**

Dear Manit Kumar  
Vvdn Technologies  
Gurugram, Haryana

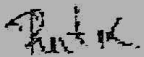
Date 11 June, 2020

Subject: Offer Of Employment at Vvdn Technologies Gurugram, Haryana

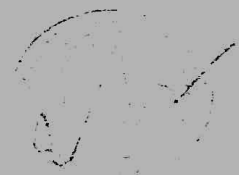
Welcome to Institute of Management Technology, Ghaziabad  
Looking forward to have you in our team. We have pleasure to offer you at institute of Management Technology, Ghaziabad. Your date of appointment is effective from the date of joining, which shall be on or before 1 st JULY 2020 . You will be eligible for salary of Rupees Twenty Thousand Only (Rs. 30,000) per month and annual salary (Rs. 3,60,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,



HR Manager





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Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Mannan Bansal

New Delhi, India

Congratulations! Our Company is Offering you the position of Architecture Designer.

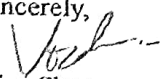
You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Kirti Sharma

HR Head



234

# IDESIGN STUDIOS

## A COMPLETE VIDEO PRODUCTION HUB

Date : 05 July, 2020

### Offer Letter

Dear Mansi Lohchab  
Design Studios  
Design Architect  
Gurugram, Haryana, India

Subject: Offer of Employment at Design Studios

Refer to your interview held in office on dated 20 August, 2020 for the above subjected position Design Architect . Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our office based at Sector-63, Noida-201301 (U.P.); INDIA and will be reporting to Manager.

Your are offered Rs 6 LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased. according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates/mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

HR Manager

Delhi, New Delhi, India





235

# Geetanjali Homestate Pvt Ltd

*tradition of trust*

Date: 20 July, 2020

To  
Marjan

Sub: Letter Of Senior Executive.

Dear Marjan

With reference to your application and subsequent interview, we are pleased to offer you employment with Geetanjali Homestate Pvt Ltd as a Senior Executive.

Joining Date & Job Location

You are required to join on 4<sup>th</sup> August, 2020 at our Gurugram office: - Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001 OR Office No. 1017, Tower B, DLF Corporate Green Golf Course, Extension Road, SPR, Sector 74A, Gurugram, Haryana 122002 M3M84 Market sector 84, Gurugram Haryana. If failing, the offer shall stand canceled.

Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card





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# Geetanjali

## Homeslate Pvt Ltd

*tradition of trust*

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- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)

### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

NOTE: You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Geetanjali Family and wish you all the best in your new assignment.

Yours Sincerely,

*(Signature)*

**Head HR**







236

TOWER-A, Paras Twin Towers, 2nd floor,  
Runcity, Sector 54, Gurgaon, Haryana 122022

Date : 24 January, 2020

Offer letter

Dear Mayank Kumar  
Gurgon, Haryana

We are pleased to extend an offer of employment to you for the position of Software Development Engineer at Dresma. We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

**Position Details**

Job Title:	Software Development Engineer
Start Date:	19 August 2020
Employment Type:	Full-time
Work Schedule:	Flexible
Job:	Remote

**Compensation and Benefits**

Annual Salary Package: ₹8,00,000.00

The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

**Acceptance**

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

Sincerely   
Disha Gupta  
Software Development Engineer







237  
New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Mayank Priyavrat Jaitli  
Guragon, Haryana

Congratulations! Lloyd Automobile is excited to call you our new Architectural Assistant. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely

  
Kirti Selhi

HR Head



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# MoEngage

California

Date: 15 July, 2020

Dear Mayank Vats  
DevSecOps Engineer  
MoEngage  
California-95035

Dear Mayank Vats

Subject: Offer of Employment at MoEngage, California

We are delighted to officially appoint you to the position of DevSecOps Engineer at MoEngage, California. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: DevSecOps Engineer
- Employment : MoEngage, California
- Start Date: 20 August, 2020
- Compensation: 7LPA

Please report to the Sr. Engineer on 20 August, 2020 at 5:00Pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager

California, 95035



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Ref. No.0955/576

Date : 18 January 2020

## Offer Letter

Dear Md Nadeem Ahmad

Subsequent to your successful interview with our company, we are pleased to offer you the position of An executive in our organization. We take pleasure to inform you that your CTC will be Rs. 6 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,

Meenakshi Verma

Head- Human Resource

*Meenakshi*







**ICICI Bank**

240

Ajmeri Gate, Delhi, India

Date : 20 February, 2019

## Offer letter

Meghna Sharma  
Gurgaon, Haryana, India

Congratulations! ICICI Bank is Offering you the position of Relationship Manager.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basic salary for this position is Rs 9 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance. Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice. This letter is not a contract and does not indicate the employment terms or duration of your work period.

If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

Karan Singh  
HR Head





Hauz khas, New Delhi, India

Date : 18 February 2020

### Letter of Intent

Dear Mehak Bakshi

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Organization as a Landscape Architect, effective from 10.09.2020.


As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per annum

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to welcoming you to the Organization and wish you a successful and rewarding career with us.

Sincerely,

  
Yogesh Kr. Diwedi  
HR Manager





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## WE CREATE PROBLEMS

Assessments for smarter and faster recruitment.

October 22nd, 2019  
Bangalore

Subject: Your offer letter for full-time employment

Dear Mehul,

Congratulations! It is our pleasure to confirm our offer of employment to you as a Software Product Owner & Customer Success Manager at WeCP Pvt. Ltd. In this position, your employment begins Tuesday, November 12, 2019. Your total gross salary will be INR 96,500 per month. Paychecks are issued monthly as per payroll period of the company. You will be provided with a joining bonus in the amount of INR 1 as quoted in the employment contract. You will be eligible for medical benefits beginning on your first day of employment. Vacation accrues at a rate of 15 days per annum. You will be eligible to take accrued vacation after 3 months of continuous employment.

To confirm your acceptance of this, offer of employment, please sign below and return to us by email at [hrd@wecp.in](mailto:hrd@wecp.in). LAST DATE TO ACCEPT THIS OFFER IS NOVEMBER 3RD, 2019.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Anand', written over a horizontal line.

Director & Co-founder,  
WeCP Pvt. Ltd.



WeCP Private Limited

#2628, 27th Main Road,  
HSR Layout, Sector 1  
Bangalore, 560102

[hrd@wecp.in](mailto:hrd@wecp.in)  
[www.wecreateproblems.com](http://www.wecreateproblems.com)



# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

Date: 20 July, 2020

Sub: Letter Of Senior Executive.

Dear Mihir Dev

With reference to your application and subsequent interview, we are pleased to offer you employment with Geetanjali Homestate Pvt Ltd as a Senior Executive.

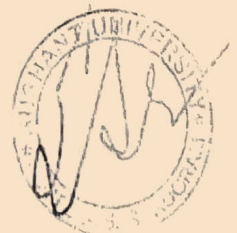
Joining Date & Job Location

You are required to join on 4<sup>th</sup> August, 2020 at our Gurugram office: -Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001 OR Office No. 1017, Tower B, DLF Corporate Green Golf Course, Extension Road, SPR, Sector 74A, Gurugram, Haryana 122002 M3M84 Market sector 84, Gurugram Haryana. If failing, the offer shall stand canceled.

Documents required at the time of Joining

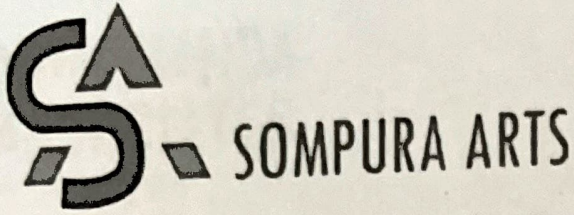
You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card









244  
Noida, Sector 16, India

Date : 13 March 2020

Congratulations!

Dear Milan Dhaul

Following our recent discussions, we are delighted to offer you the position of Interior Architect with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: Interior Architect

Start date: Aug 11, 2020

Salary: 5LPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gareema', written over a diagonal line.

Gareema Chauhan  
HR Head





# MANCHANDA ASSOCIATES

ARCHITECTURE • HEALTHCARE • INTERIORS • URBAN DESIGN

245

Noida, Sector 16, India

Date : 05 January 2020

## Offer Letter

Dear Mitali Juneja

It is my pleasure to offer you the position of Landscape Architect at Manchanda Associates. Your total CTC will be INR 7 Lakhs (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

**Probation Term:** A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

**Working Hours:** The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

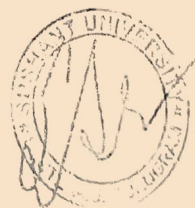
**Notice Period:** You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,

Ragini Jha  
HR Head





# Geetanjali

## Homeslate Pvt Ltd

*tradition of trust*

Date: 20 July, 2020

Sub: Letter Of Senior Executive.

Dear Mohamed Ribin

With reference to your application and subsequent interview, we are pleased to offer you employment with Geetanjali Homestate Pvt Ltd as a Senior Executive.

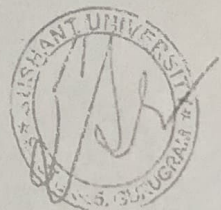
Joining Date & Job Location

You are required to join on 4<sup>th</sup> August, 2020 at our Gurugram office: - Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001 OR Office No. 1017, Tower B, DLF Corporate Green Golf Course, Extension Road, SPR, Sector 74A, Gurugram, Haryana 122002 M3M84 Market sector 84, Gurugram Haryana. If failing, the offer shall stand canceled.

Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card





# Geetanjali

## Homeslate Pvt Ltd

*tradition of trust*

- Copy of Driving License, Passport, Adhar Card and Voter ID.
  - 4 Passport size photographs.
  - 2 Reference checks (from unrelated persons)

### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

NOTE: You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Geetanjali Family and wish you all the best in your new assignment.

Yours Sincerely

*(Signature)*

Head HR







247

New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Mohit Chahal  
Guragon, Haryana

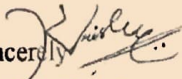
Congratulations! Lloyd Automobile is excited to call you our new Operations Team Lead. We'll focus on wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely,  
  
Kashish Gulati  
Operations Team Lead





248

Sector 65, Noida, Uttar Pradesh, India

Ref. No.0955/576

Date : 18 November 2019

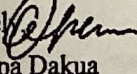
Offer Letter

Dear Mohit Kumar

Welcome to Warehow Technologies

Looking forward to have you in our team. We have pleasure to offer you the post of MEAN stack Developer. Your date of appointment is effective from the date of joining, which shall be on or before 1 st January 2020 . You will be eligible for salary of Rupees Fifty Thousand Only (Rs. 50,000) per month and annual salary Rupees Six Lakhs Only (Rs. 6,00,000).

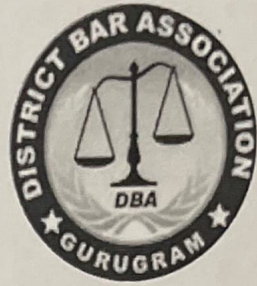
Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely   
Abhirupa Dakua  
HR Manager





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Dear Mohit Tanwar  
Advocate  
District Bar Association,  
Gurugram Haryana

Subject: Offer of Employment at District Bar Association Gurugram

Start Date: Your start date will be 1 Aug 2020

Position: As a Advocate you will report directly to the Head of Department, Mr. Malik and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5LPA , before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Start Date: Your start date will be 1 Aug 2020

Position: As a Advocate you will report directly to the Head of Department, Mr. Malik and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5LPA , before deductions and withholdings.

Sincerely,  
Innovation. Your starting salary will be 5LPA , before deductions and withholdings.

*Nikhil*  
HR Manager

HR Manager



Sincerely,  
HR Manager



Ref. No.76848

Date : 18 March 2020

Offer Letter

Dear Mohnish Bhadu

We are pleased to extend to you the offer of employment for the position of Hostel Representative at Ansal University Gurgaon. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you.

Salary: Your starting salary will be 5 lakhs per annum, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

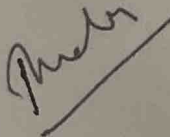
At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

Mohan Das

HR Head



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# Chitra Vishwanath Architects

Sector - 54, Gurgaon, India

Date : 17 January 2020

## Offer Letter

Dear Monshlee Sharma

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Architectural Engineer - Level 2 and you will be based in Gurgaon

In this context, we shall be offering you a total CTC package of Rs. 750000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 22/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Probation Term: A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

Working Hours: The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,  
Komal Gupta  
HR Head



252



Sector - 54, Gurgaon, India

Date : 17 January 2020

## Offer Letter

Dear Mrinalini

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Architect and you will be based in Gurgaon. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role

In this context, we shall be offering you a total CTC package of Rs. 750000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

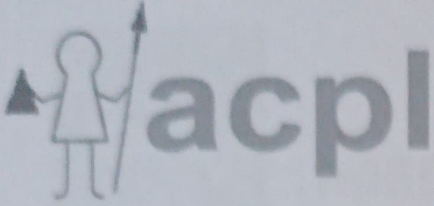
You are required to join us on or before 14/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,   
Komal Gupta  
HR Head





253

Noida, sector- 16, Uttar Pradesh

Ref. No. 3456/6745

Date : 20 November, 2019

Offer letter

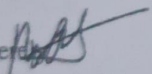
Mrutunjay Rout  
Gurgaon, Haryana, India

Congratulations! Our Company is Offering you the position of Cyber Security Engineer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

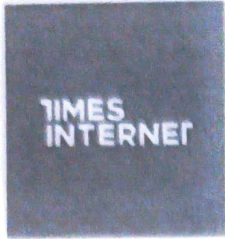
Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance. Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,  
  
Mahesh Sharma  
HR Head







# TIMES INTERNET

Gurugram, Haryana, India

Date: 01 July, 2020

Dear Muskan Dhingra  
Sales And Marketing  
Times Internet  
Gurugram, Haryana, India

Subject: Offer of Employment at Times Internet, Gurugram, Haryana, India

Congratulations! We are pleased to confirm that you have been selected to work for Sales And Marketing We are delighted to make you the following job offer.

The position we are offering you is that of Forensic Associate at a monthly salary of 66,000/-with an annual cost to company 8,00,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Sales And Marketing
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-08-2020]. Please report to Mr. Chuttan lal Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately.

We are confident you will be able to make a significant contribution to the success of our Studio Ekamai and look forward to working with you.

Sincerely,

Head HR

Nain Lulla  
Graphic Designer  
Alsorg Interiors India Private Limited.  
Begumpur Khatola, Rectangle No. 11 Khasra, 2 & 9,  
Behrampur Rd, Gurugram, Haryana 122002

**Sub: Offer Letter for the post of Graphic Designer**

Dear Nain Lulla

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Graphic Designer based at our Alsorg Interiors India Private Limited. and your CTC will be Rs.600000/- per Anm as discussed and mutually agreed. The offer does not include the performance linked bonus of 15%.

Further, as discussed you have to join us on or before 01-8-2020 You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

A detailed letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company. action reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us.

Thanks and Regards

*Rajeev Agarwal*

Head HR





6  
Gurgaon, Haryana, India

Ref. No.048984

Date : 23 October 2019

## Offer Letter

Dear Nakul Bhatia

We are pleased to extend to you the offer of employment for the position of Guest Services Associate at Taj Hotels. Your skills and experience will be an ideal fit for our team and we look forward to welcome you.

**Salary:** Your starting salary will be 7 lakhs per annum, before deductions and with holdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

Anjali Singhania  
HR Head



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# Infosys

Date : 27 January, 2020

LETTER OF INTENT

Dear Naman Goel

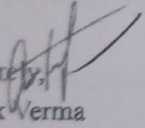
Congratulations! Our Company is Offering you the position of Technical Assistant.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7.4 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,  
  
Kartik Verma  
HR Head

Enclosed

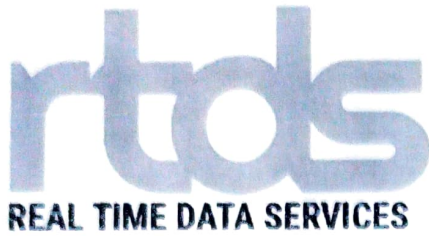
Anexxure 1

Anexxure 2

Anexxure 3







Gurgaon, Haryana, India

Date : 21 October 2019

## Letter of Intent

Dear Naman Govila

We are pleased to offer you the full-time position of Software Developer at Real Time Data Services with a start date of January 15th, 2020, contingent upon a background check. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 8,20,000/- per annum. to be paid.

Your employment with Company will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time

As an employee of Company you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads 'Mansi'.

Mr. Vinesha Rao

HR Head



18 March 2020

Offer letter

Dear Namita Gupta

Thank you for applying to our company for the position of Architectural Assistant. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.

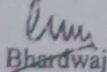
Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Your salary would be Rs. 7 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards   
Rajneesh Bhardwaj  
HR head





2  
Noida, Uttar Pradesh, India

Ref. No. 35/2234

Date : 11 February 2022

### Offer Letter

Congratulations! Nancy Singh, I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Senior Software Engineer. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

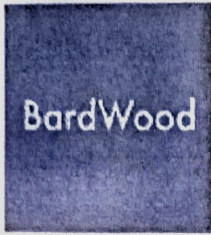
If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

  
Rachita Verma

HR Head





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Bardwood Support Services  
Bengaluru, Karnataka, India

Mr. Nanda Gopal  
Operation Coordinator  
Bardwood Support Services  
Bengaluru, Karnataka, India

Mr. Nanda Gopal

Bardwood Support Services is pleased to offer you the position of Operation Coordinator . Your skills and experience will be an ideal fit for our customer service department.

As we discussed, your starting date will be July 1, 2020. The starting salary is Rs 8LPA and is paid on a weekly basis.

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 1. Dental and optical insurance are also available.

Company offers a flexible paid-time off plan which includes vacation, personal, and sick leave. Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company.

Please accept this letter as formal notification that I am leaving my position with Bardwood Support Services. I have greatly enjoyed working for you. I feel that I have learned a lot, and grown professionally during my time in your employ. I appreciate the opportunity to have worked with such a great group of people.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. When your acknowledgment is received, we will send you employee benefit enrolment forms and an employee handbook which details our benefit plans and retirement plan.

Please let me know if you have any questions or I can provide any additional information.

Sincerely,

Director, Human Resources





**IHS Markit®**

Sector 65, Noida, Uttar Pradesh, India

Date : 18 November 2019

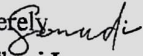
## Offer Letter

Dear Nandini Bhasin

Welcome to IHS Markit

Looking forward to have you in our team. We have pleasure to offer you the post of Associate Software Engineer. Your date of appointment is effective from the date of joining, which shall be on or before 1 st August 2020 . You will be eligible for salary of Rupees Fifty Thousand Only (Rs. 50,000) per month and annual salary Rupees Six Lakhs Only (Rs. 6,00,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely  
  
Sendhuri Iyer  
HR Manager



263

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distinctly different

Nandini Gayatri

Graphic Designer

Alsorg Interiors India Private Limited.

Begumpur Khatola, Rectangle No. 11 Khasra, 2 & 9,

Behrampur Rd, Gurugram, Haryana 122002

**Sub: Offer Letter for the post of Graphic Designer**

Dear Nandini Gayatri

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Graphic Designer based at our Alsorg Interiors India Private Limited. and your CTC will be Rs.600000/- per Anm as discussed and mutually agreed. The offer does not include the performance linked bonus of 15%.

Further, as discussed you have to join us on or before 01-8-2020 You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

A detailed letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company. action reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us.

Thanks and Regards

*Biya Agarwal*

Head HR



ALSORG, Begumpur Khatola, Rectangle No. 11 Khasra,  
2 & 9, Behrampur Rd, Gurugram, Haryana 122002





264  
Gurgaon, Haryana, India

Date : 28 February 2020

Offer Letter

Dear Nandini Mohan

We are pleased to offer you the full-time position of Landscape Architect at Acefone. Mr. Prakash Gupta at organization will be your primary contract and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

  
Mr. Afjal Khan

HR Head







Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Nandita Mangla

New Delhi, India

Congratulations! Our Company is Offering you the position of Project Assistant Manager.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

Kirti Sharma

HR Head





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distinctly different

## LETTER OF INTENT

Nauhar Parti

Graphic Designer

Alsorg Interiors India Private Limited.

Begumpur Khatola, Rectangle No. 11 Khasra, 2 & 9,

Behrampur Rd, Gurugram, Haryana 122002

**Sub: Offer Letter for the post of Graphic Designer**

Dear Nauhar Parti

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Graphic Designer based at our Alsorg Interiors India Private Limited. and your CTC will be Rs.600000/- per Anm as discussed and mutually agreed. The offer does not include the performance linked bonus of 15%.

Further, as discussed you have to join us on or before 01-8-2020 You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

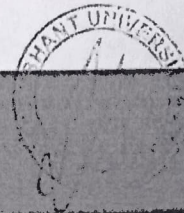
A detailed letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company. action reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us.

Thanks and Regards

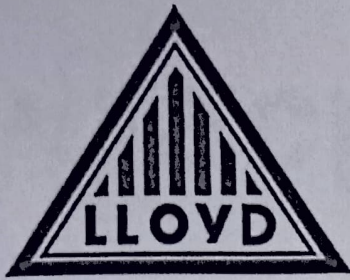
*Biya Agarwal*

Head HR

ALSORG, Begumpur Khatola, Rectangle No. 11 Khasra,  
2 & 9, Behrampur Rd, Gurugram, Haryana 122002







New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Nayana Nair  
Guragon, Haryana

Congratulations! Lloyd Automobile is excited to call you our new Landscape Architect at. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

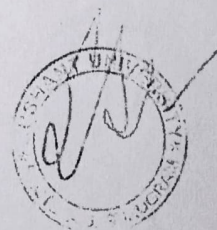
Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely

Kirti Sethi

HR Head





2/20

Sector 65, Noida, Uttar Pradesh, India

Date : 24 January 2020

Offer letter

Dear Nazm Banga

Congratulations! You have been selected to join ACPL. We are pleased to offer you the position of Architecture Designer with a consolidated pay of Rs. 5 lakhs per Annum. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

For each employee, the insurance coverage extends to yourself, your spouse and two of your children.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

Regards,  
Meenakshi Gupta  
HR Head





Date : 18 February 2020

### Offer Letter

Dear Neha Gupta

It is our pleasure to give you the offer letter on behalf of our company and the job role would be Architectural Engineer.

Your monthly compensation is according to the salary your CTC would be 8 Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-07-2020

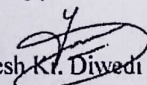
You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

Wishing you all the best

  
Yogesh K. Diwedi  
HR Manager







# Sainik Mining And Allied Services Limited

7th Floor, Office Tower, Ambience Mall, NH-48, Gurugram-122002, Haryana, India  
Ph : 0124 2719000 Fax : 0124 2719100 E mail : info@sainikmining.com, legal.secretariat@sainikmining.com  
CIN : U34102DL1989PLC034982

## Appointment Letter

270  
Date - 04.03.2020

STRICTLY CONFIDENTIAL

REF:-SMASL/HR/2019-2020/1035

Dear Ms. NEHA SHARMA  
D/o Dr. HITESH SHARMA  
Address : HOUSE NO.-1576, SECTOR-3, ROHTAK-124001  
Mob. No. 9999490562

With reference to your application for employment and subsequent interview held with us. In this connection we are pleased to inform you that you have been appointed as "Recruitment Executive" at our Gurgaon Location works with effect from 09.03.2020 subject to the following terms and conditions:

### 1. PAY AND EMOULMENTS

i. BASIC SALARY : Rs. 35000/-per month  
(Rupees Thirty Five Thousand Only)

ii. OTHER BENEFITS : (a). PF/ESIC  
(Details in Annexure A)

iii. For all statutory benefits, you will be governed by the concerned Provisions/Rules or Schemes of the company as applicable to your category of employees from time to time.

iv. No other BENEFITS/ALLOWANCE will be applicable unless sanctioned by the management reserves the right to merge or bifurcate or modify your monthly emoluments at its sole discretion.

2. Initially you will be on probation for a period of 2 months from the date of joining which may be extended, as the Management may consider necessary depending upon the assurance of your overall performance. You will not be deemed to have been confirmed unless given in writing by the Management after reviewing your performance during the Temporary probation and/ or extended probation period. During the probationary period or extended probationary period as the case may be your services are subject to termination without giving any notice or payment in lieu thereof.

3. Your position in the company may be terminated anytime without giving any notice or salary in lieu thereof. In the event of your leaving the company after your confirmation, one months' notice period has to be served or payment of an amount equivalent to your one month salary in lieu of notice. However, it will be

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discretion of the Management either to accept salary in lieu of notice period or ask to work during the notice period.

4. You shall perform the duties to the best of your ability, efficiency and diligence and in a disciplined manner and make your best efforts to improve production and the productivity and shall not resort to any act pre judicial to the interest of the establishment including slow down, intermittent working and stoppage; be governed by provision of the certified standing order or Model standing order which ever is applicable from time to time, in the Company.
5. You shall be responsible for the charge and care of the company's goods, money, property or machinery entrusted to you or in your hands during the course of your employment. You shall be responsible to maintain your Department's records complete and in good condition and also for any damage or shortage or loss of such goods money property or machinery etc.
6. The company in its sole discretion and without assigning any reason, whatsoever, shall have the right to transfer you from to any of its Site/Location/Units/Section/Department/Shift. However your salary will not effected and other terms and conditions will remain the same.
7. Your appointment and continuation of employment in the company will be subject to your remaining medically fit. The Management will have the right to get you examined or re-examined from any registered Medical practitioner of its own choice, whose decision shall be final and binding on you.
8. You shall be the whole time employee of the company and will not engage yourself in any work similar in nature to that of company and / or engage in any work, profession or employment in any capacity either honorary or other wise without the prior and written permission of the Management.
9. You will not divulge in any manner whatsoever, any secret correspondence, agreement, manufacturing process, technical knowledge or any such information pertaining to our company verbally or in writing which you may acquire concerning the company's business to other person/firm or organization..
10. You should declare your interest, if any, financial or otherwise, in any company/ firm or individual having dealing with us in any capacity. In the event of your acquitting or becoming interested in future you should immediately disclose and let us know the nature and extent thereon.
11. If and when any information or document furnished by you in your application for employment or during interview regarding your qualification, previous experience etc. are found to be incorrect or not true wholly or partially the Management will be at liberty to terminate your services without giving any notice or payment in lieu of notice or may take any punitive action as the Management deems fit.

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12. In the event of you being deputed for any training abroad you will be required to enter into a service bond with a collateral guarantee that you will serve the company on return for a specific period, as per rules of the company.
13. You will be automatically retired from the services of this Company on attaining the Superannuation age of 58 years or earlier for physical or mental disability or infirmity or for continued ill-health, duly certified by the Medical Officer of the Company. Extension, if any, may be granted by the Management at its sole discretion.
14. In case of any change in the residential address, it shall be your duty to intimate the same in writing to Management within three days from such change. Otherwise the last address communicated by you to the company or available in the company's records will be deemed as your postal address for the purpose of all communication from the Management.
15. You shall be governed by the leave and other rules and regulations of the company, which are enforced, and those may be introduced in the future.
16. You shall abide by the instruction and direction issued to you from time to time, verbally or in writing, by your supervisor directly or by a notice pasted on the company notice board.
17. Any direction or information given on the notice board will be deemed as served to all the company employees, and the company will expect the implementation of such notice with immediate effect.
18. Any dispute regarding your employment will be subject to the Gurgaon Jurisdiction only. In case the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter as token of your acceptance and return to us.

Thanking you,

Yours faithfully,

**For Sainik Mining And Allied Services Ltd.**

For Sainik Mining And Allied Services Ltd.

Authorized Signatory

Authorized Signatory

Accepted:

I have read over/have been explained the above terms & conditions and the same are acceptable to me. Further I undertake to keep the contents of this appointment letter as strictly confidential.

Signature of Employee



## Annexure A

## Salary Breakup

Gross salary per month		30000	
Components In salary	Percentage	Per month	Per annum
Basic Salary		35000	420000
HRA		0	0
Conveyance allowances		0	0
Special allowances		0	0
PF contribution by employee	12%	4200	50400
ESI contribution by employee	0.75%	225	2700
Professional Tax (PT)		0	0
<b>Total deductions (PF+ESI+PT)</b>		<b>4425</b>	<b>53100</b>
<b>Net Salary (Gross-Total deductions)</b>		<b>25575</b>	<b>306900</b>
<b>CTC Calculation</b>			
Employer PF contribution	12%	4200	50400
Employer ESI contribution	3.25%	1137.5	13650
Bonus		0	0
<b>CTC= Gross salary + (Employer PF+ ESI) + Bonus</b>		<b>35337.5</b>	<b>424050</b>







# Sainik Mining And Allied Services Limited

7th Floor, Office Tower, Ambience Mall, NH-48, Gurugram-122002, Haryana, India  
Ph : 0124 2719000 Fax : 0124 2719100 E mail : info@sainikmining.com, legal.secretarial@sainikmining.com  
CIN : U34102DL1989PLC034982

## Appointment Letter

270

Date – 04.03.2020

STRICTLY CONFIDENTIAL

REF:-SMASL/HR/2019-2020/1035

Dear Ms. NEHA SHARMA  
D/o Dr. HITESH SHARMA  
Address : HOUSE NO.-1576, SECTOR-3, ROHTAK-124001  
Mob. No. 9999490562

With reference to your application for employment and subsequent interview held with us. In this connection we are pleased to inform you that you have been appointed as "Recruitment Executive" at our Gurgaon Location works with effect from 09.03.2020 subject to the following terms and conditions:

### 1. PAY AND EMOULMENTS

i. BASIC SALARY : Rs. 35000/-per month  
(Rupees Thirty Five Thousand Only)

ii. OTHER BENEFITS :  
(a). PF/ESIC  
(Details in Annexure A)

iii. For all statutory benefits, you will be governed by the concerned Provisions/Rules or Schemes of the company as applicable to your category of employees from time to time.

iv. No other BENEFITS/ALLOWANCE will be applicable unless sanctioned by the management reserves the right to merge or bifurcate or modify your monthly emoluments at its sole discretion.

2. Initially you will be on probation for a period of 2 months from the date of joining which may be extended, as the Management may consider necessary depending upon the assurance of your overall performance. You will not be deemed to have been confirmed unless given in writing by the Management after reviewing your performance during the Temporary probation and/ or extended probation period. During the probationary period or extended probationary period as the case may be your services are subject to termination without giving any notice or payment in lieu thereof.

3. Your position in the company may be terminated anytime without giving any notice or salary in lieu thereof. In the event of your leaving the company after your confirmation, one months' notice period has to be served or payment of an amount equivalent to your one month salary in lieu of notice. However, it will be

Cont...2

...2...

discretion of the Management either to accept salary in lieu of notice period or ask to work during the notice period.

4. You shall perform the duties to the best of your ability, efficiency and diligence and in a disciplined manner and make your best efforts to improve production and the productivity and shall not resort to any act pre judicial to the interest of the establishment including slow down, intermittent working and stoppage; be governed by provision of the certified standing order or Model standing order which ever is applicable from time to time, in the Company.
5. You shall be responsible for the charge and care of the company's goods, money, property or machinery entrusted to you or in your hands during the course of your employment. You shall be responsible to maintain your Department's records complete and in good condition and also for any damage or shortage or loss of such goods money property or machinery etc.
6. The company in its sole discretion and without assigning any reason, whatsoever, shall have the right to transfer you from to any of its Site/Location/Units/Section/Department/Shift. However your salary will not effected and other terms and conditions will remain the same.
7. Your appointment and continuation of employment in the company will be subject to your remaining medically fit. The Management will have the right to get you examined or re-examined from any registered Medical practitioner of its own choice, whose decision shall be final and binding on you.
8. You shall be the whole time employee of the company and will not engage yourself in any work similar in nature to that of company and / or engage in any work, profession or employment in any capacity either honorary or other wise without the prior and written permission of the Management.
9. You will not divulge in any manner whatsoever, any secret correspondence, agreement, manufacturing process, technical knowledge or any such information pertaining to our company verbally or in writing which you may acquire concerning the company's business to other person/firm or organization..
10. You should declare your interest, if any, financial or otherwise, in any company/ firm or individual having dealing with us in any capacity. In the event of your acquitting or becoming interested in future you should immediately disclose and let us know the nature and extent thereon.
11. If and when any information or document furnished by you in your application for employment or during interview regarding your qualification, previous experience etc. are found to be incorrect or not true wholly or partially the Management will be at liberty to terminate your services without giving any notice or payment in lieu of notice or may take any punitive action as the Management deems fit.



...3...

12. In the event of you being deputed for any training abroad you will be required to enter into a service bond with a collateral guarantee that you will serve the company on return for a specific period, as per rules of the company.
13. You will be automatically retired from the services of this Company on attaining the Superannuation age of 58 years or earlier for physical or mental disability or infirmity or for continued ill-health, duly certified by the Medical Officer of the Company. Extension, if any, may be granted by the Management at its sole discretion.
14. In case of any change in the residential address, it shall be your duty to intimate the same in writing to Management within three days from such change. Otherwise the last address communicated by you to the company or available in the company's records will be deemed as your postal address for the purpose of all communication from the Management.
15. You shall be governed by the leave and other rules and regulations of the company, which are enforced, and those may be introduced in the future.
16. You shall abide by the instruction and direction issued to you from time to time, verbally or in writing, by your supervisor directly or by a notice pasted on the company notice board.
17. Any direction or information given on the notice board will be deemed as served to all the company employees, and the company will expect the implementation of such notice with immediate effect.
18. Any dispute regarding your employment will be subject to the Gurgaon Jurisdiction only. In case the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter as token of your acceptance and return to us.

Thanking you,

Yours faithfully,

**For Sainik Mining And Allied Services Ltd.**  
For Sainik Mining And Allied Services Ltd.

Authorized Signatory

Authorized Signatory

Accepted:

I have read over/have been explained the above terms & conditions and the same are acceptable to me. Further I undertake to keep the contents of this appointment letter as strictly confidential.

Signature of Employee

## Annexure A

## Salary Breakup

Gross salary per month		30000	
Components in salary	Percentage	Per month	Per annum
Basic Salary		35000	420000
HRA		0	0
Conveyance allowances		0	0
Special allowances		0	0
PF contribution by employee	12%	4200	50400
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Professional Tax (PT)		0	0
<b>Total deductions (PF+ESI+PT)</b>		<b>4425</b>	<b>53100</b>
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Bonus		0	0
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CONNAISSANT  
CONSULTANCY  
SERVICES

291

Gurgaon, Haryana, India

Date : 21 October 2019

## Offer letter

Dear Nehal Mehta

We are pleased to offer you the full-time position of oracle apex developer at CONNAISSANT SOFT SOLUTIONS PRIVATE LIMITED with a start date of May 18th, 2020, contingent upon a background check. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 8,00,000/- per anm. to be paid.

Your employment with CONNAISSANT SOFT SOLUTIONS PRIVATE LIMITED will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time

As an employee you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Mr. Vikas Rao  
HR Head



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Date : 17 January 2020

## Offer Letter

Dear Nihar Hassija

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of landscape Architect and you will be based in Gurgaon. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role

In this context, we shall be offering you a total CTC package of Rs. 600000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 14/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,

Komal Gupta

HR Head



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Infosys

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Date : 20 January, 2020

Letter of Intent

Dear, Nikhil Arora  
New Delhi, India

Congratulations! Our Company is Offering you the position of Associate Software Engineer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 6 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,   
Mukesh Verma  
HR Head





274

Date: 24 July, 2020

## Letter of Intent

Nikhil Khari  
Associate Engineer  
HARMAN, India

Subject: Offer of Employment at HARMAN India

Nikhil Khari

I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer. In line with what was communicated to you during the interview process, your position will be Associate Engineer. Your employment will begin on August 10th, 2020. You will be expected to work 4.4 LPA. Your work will be in-person at our office. If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than August 10th, 2020. We are excited to have you join our organization and we look forward to working with you.

Sincerely,

HR Manager





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# Geetanjali

## Homeslate Pvt Ltd

*tradition of trust*

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Date: 20 July, 2020

Sub: Letter Of Senior Executive.

Dear Nikunj Kharbanda

With reference to your application and subsequent interview, we are pleased to offer you employment with Geetanjali Homestate Pvt Ltd as a Senior Executive.

Joining Date & Job Location

You are required to join on 4<sup>th</sup> August, 2020 at our Gurugram office: - Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001 OR Office No. 1017, Tower B, DLF Corporate Green Golf Course, Extension Road, SPR, Sector 74A, Gurugram, Haryana 122002 M3M84 Market sector 84, Gurugram Haryana. If failing, the offer shall stand canceled.

Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card



# Geetanjali

## Homeslate Pvt Ltd

*tradition of trust*

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- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)

### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

NOTE: You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Geetanjali Family and wish you all the best in your new assignment.

Yours Sincerely,

*(Signature)*

**Head HR**



206

# Chitra Vishwanath Architects

Sector - 54, Gurgaon, India

Date : 17 January 2020

## Offer Letter

Dear Nimisha Gupta

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Architectural Engineer - Level 2 and you will be based in Gurgaon

In this context, we shall be offering you a total CTC package of Rs. 750000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 22/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Probation Term: A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

Working Hours: The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards, *Komal*  
Komal Gupta  
HR Head





# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

Date: 20 July, 2020

To  
Nisha Sharma

Sub: Letter Of Senior Executive.

Dear Marjan

With reference to your application and subsequent interview, we are pleased to offer you employment with Geetanjali Homestate Pvt Ltd as a Senior Executive.

Joining Date & Job Location

You are required to join on 4<sup>th</sup> August, 2020 at our Gurugram office: - Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001 OR Office No. 1017, Tower B, DLF Corporate Green Golf Course, Extension Road, SPR, Sector 74A, Gurugram, Haryana 122002 M3M84 Market sector 84, Gurugram Haryana. If failing, the offer shall stand canceled.

Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card





# Geetanjali

## Homeslate Pvt Ltd

*tradition of trust*

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- Copy of Driving License, Passport, Adhar Card and Voter ID.
  - 4 Passport size photographs.
  - 2 Reference checks (from unrelated persons)

### Salary Details

Your yearly salary will be CTC Rs.5,00,000/-(3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

NOTE: You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,

*(Signature)*

**Head HR**





*Equi Law Partners*

Date: 20 June, 2020

## Offer Letter

Dear Nishant Rawat  
Legal Associate  
Equi Law Partners  
New Delhi, Delhi

Subject: Offer of Employment At Equi Law Partners

Welcome to Equi Law Partners & Legal Associate, Delhi. Looking forward to have you in our team. We have pleasure to offer you at Legal Associate Equi Law Partners New Delhi, Delhi. Your date of appointment is effective from the date of joining, which shall be on or before 1 st JULY 2020 . You will be eligible for salary of Rupees Twenty Thousand Only (Rs. 30,000) per month and annual salary (Rs. 3,60,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

Manager



Date : 18 September 2019

## OFFER LETTER

Dear Nishant Tanwar

We are pleased to extend to you the offer of employment for the position of System Engineer at Instakart Services Pvt. Ltd. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you.

Salary: Your starting salary will be 6 lakhs per annum, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

  
Sachin Kashyap  
HR Head





# Advocate Shyambir Singh Gurgaon, Haryana

Date: 01 June, 2020

## Offer Letter

Dear Nishant Yadav  
Gurugram, Haryana, India

### Congratulation Offer of Employment

We are pleased to extend to you the offer of employment for the position of **Criminal lawyer** cated at New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 July 2020

**Position:** As a **Criminal lawyer** you will report directly to the Head of Department, Ms.Kanu Priya and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,  
Mr. Shelly Kumari  
HR Manager





Date : 05 January 2020

## Offer Letter

Dear Nishit Chadha

It is my pleasure to offer you the position of Architect at Manchanda Associates. Your total CTC will be INR 7 Lakhs (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

**Probation Term:** A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.


**Working Hours:** The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

**Notice Period:** You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,



Ragini Jha

HR Head



Date : 13 March 2020

Congratulations!

Dear Nishtha Malik

Following our recent discussions, we are delighted to offer you the position of Urban Planner with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: Urban Planner

Start date: Aug 11, 2020

Salary: 4.5LPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Gareema Chauhan

HR Head



18 March 2020

Offer letter

Dear Nitin Kumar

Thank you for applying to our company for the position of Architect. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.

Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Your salary would be Rs. 7 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards  
Rajneesh Bhardwaj  
HR head



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Date: 18 July, 2020

Mr. Nitin Sharma  
Assistant Team Lead  
Gurugram, Haryana, India

Greetings Mr. Nitin Sharma

Sub: Letter of Appointment

Regarding your application for a job with Servetel Communications, as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Assistant Team Lead in Grade G7 with our company.

Appointment: Your appointment as Accounts Executive began on 20 August, 2020, and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 25,000/-.

Workplace: Your first assignment will be at the Organization's Unit in Hyderabad, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the Servetel Communications family and wish you every success in your work with us.

Sincerely,



HR Manager

I thus recognize and agree to the terms and conditions of this Letter, and I further affirm and declare that I will comply with the terms and conditions set out above.





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New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Nitin Yadav  
Guragon, Haryana


Congratulations! Lloyd Automobile is excited to call you our new Operations Team Lead. We'll focus on wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely   
Kashish Golati  
Operations Team Lead





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Date: 24 July, 2020

## Letter of Intent

Nitish Dhariwal  
Associate Engineer  
HARMAN, India

Subject: Offer of Employment at HARMAN India

Nitish Dhariwal

I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer. In line with what was communicated to you during the interview process, your position will be Associate Engineer. Your employment will begin on August 10th, 2020. You will be expected to work 4.4 LPA. Your work will be in-person at our office. If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than August 10th, 2020. We are excited to have you join our organization and we look forward to working with you.

Sincerely,

HR Manager





Gurgaon, Haryana, India

Date : 28 February 2020

Offer Letter

Dear Ojas Gupta

We are pleased to offer you the full-time position of Landscape Architect at Acefone. Mr. Prakash Gupta at organization will be your primary contract and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.


In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

  
Mr. Aljal Khan  
HR Head



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EURO Certification (UK) Ltd  
ISO 9001 : 2015  
MLC 2006, Regulation 1.4

Ref: - WS/TEO/19-20

Date: 16-11-2019

To,  
OM RANA  
Congratulations!!!

**PRE APPOINTMENT LETTER**

You are preliminary appointed with our organisation "WESTERN SHIPPING" as Trainee Electrical Officer (TEO) after clearing our selection process and Medical Check-up under the guidance of our panel doctor to get upraised as a Junior Electrical Officer to work on-board a Merchant Ship.

You will have to undergo "Phase 1: Four Months Pre-Sea training" at a shipping academy (Approved by D.G. Shipping, Government of India) which will include Mandatory STCW 2010 courses as Elementary First Aid, Personal Survival Techniques, Personal Safety, Social Responsibilities, Fire Prevention & Fire Fighting for seafarers wherein you will be awarded with Pre-Sea Certificate of ETO.

The fees for "Phase 1: Four Months Pre-Sea Training" should be paid by Demand Draft favouring to the shipping Academy (Approved by D.G. Shipping, Government of India) will be according and as per the time slabs given by the Academy.

You will have to undergo "Phase 2: On-Board Apprentice" as Trainee Electrical Officer for the contract period of ~ 9 Months in which you will get the remuneration between USD 250 to USD 400 per month (Approx Rs. 18,000 to Rs. 28,000 per month).

Post completion of the above mentioned training; you will be eligible to get promoted as an Electrical Officer on a Merchant Ship. (As per the career progression of Electrical Department to become a Electro Technical Officer on Merchant Ship)

Your Appointment will be confirmed only after paying Rs. 30,000 (Thirty Thousand Only) by Cash or Demand Draft in favour of WESTLINE SHIPPING SERVICES payable at AHMEDABAD

You are supposed to report at our office address on or before 30<sup>th</sup> November, Saturday to collect your final Appointment / Confirmation Letter and to make an official agreement with us while submitting your Demand Draft at our Head Office, Ahmadabad.

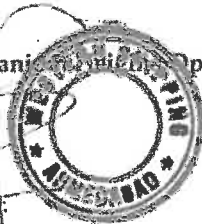
You are requested to bring Rs. 100 Blank Stamp Paper for agreement while you report for collecting Appointment / Confirmation Letter.

Final Appointment / Confirmation Letter, Copy of Agreement (which will mention your Wages / Salary / Job responsibility / Job profile and further career growth) and your Medical Reports will be given at the time of submission of Demand Draft

Please note that Pre - Sea Training and On-Board Apprentice duration to obtain COC may change as per specific Govt. authority guidelines.

Reporting Address: A-1006 Titanium Hights, Opp Vodafone House, Corporate Road Prahlad Nagar Ahmedabad: 380015

Thanks and Regards,  
WESTERN SHIPPING



HEAD OFFICE  
AHMEDABAD - GUJARAT  
A-1006, Titanium Hights, Opp. Vodafone House,  
Corporate Road, Prahlad Nagar,  
Ahmedabad, Gujarat-380015.

+91 (079) 4003 1333/4/5/6  
info@westernshipping.in  
www.westernshipping.in



Date : 21 March 2020

## Offer Letter

Dear Pallavi Yadav

We are pleased to offer you the full-time position of Associate Research Analyst at Vaco Binary Semantics LLP. Mr. Umesh Sharma at organization will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 7.2 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,



Mr. Vaibhav Gupta  
HR Head





Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Pallika Mankani

New Delhi, India

Congratulations! Our Company is Offering you the position of Project Assistant Manager.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

Kiru Sharma

HR Head



Pankhudi Gupta

Graphic Designer

Alsorg Interiors India Private Limited.

Begumpur Khatola, Rectangle No. 11 Khasra, 2 & 9,

Behrampur Rd, Gurugram, Haryana 122002

**Sub: Offer Letter for the post of Graphic Designer**

Dear Pankhudi Gupta

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Graphic Designer based at our Alsorg Interiors India Private Limited. and your CTC will be Rs.600000/- per Anm as discussed and mutually agreed. The offer does not include the performance linked bonus of 15%.

Further, as discussed you have to join us on or before 01-8-2020 You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

A detailed letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company. action reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us.

Thanks and Regards

*Biya Agarwal*

Head HR



City Innovates

2A  
City Innovates (P) Limited,  
Gurugram, Haryana, India

### Appointment Letter

Pankil Dhanda  
Date: 14 July, 2020  
Social Media Marketing Manager

City Innovates (P) Limited,  
Gurugram, Haryana, India

Greetings, Pankil Dhanda

It is my pleasure to confirm an appointment with our organisation as City Innovates (P) Limited, on behalf of Social Media Marketing Manager. Your total CTC will be INR 71 LPA payable in monthly instalments, subject to statutory and other deductions as per company policy.

**Probation Term:** A six-month probation period will begin on the day of hire, which may be extended at the discretion of City Innovates (P) Limited. The working hours will be 10:00 a.m. to 6:00 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

**Leaves:** Each year, you will be entitled to 15 annual leaves and 12 casual leaves. All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

**Location for Employment:** Your initial place of employment will be, (Location name). However, depending on the company's needs, you may be transferred to any of the company's branches.

**Notice Period:** You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Sincerely,



HR Manager



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## SUKHBIR SINGH JAIN & ASSOCIATES

Date: 20 June, 2020

Dear Paras Singla  
Assistant  
Sukhbir singh jain & Associates  
Delhi

Subject: Offer Of Employment At Sukhbir singh jain & Associates

Welcome to Sukhbir singh jain & Associates , Delhi  
Looking forward to have you in our team. We have pleasure to offer you at Sukhbir singh jain & Associates, delhi. Your date of appointment is effective from the date of joining, which shall be on or before 1 st JULY 2020 . You will be eligible for salary of Rupees Twenty Thousand Only (Rs. 30,000) per month and annual salary (Rs. 3,60,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

HR Manager



Paresh Sachdeva  
Graphic Designer  
Alsorg Interiors India Private Limited.  
Begumpur Khatola, Rectangle No. 11 Khasra, 2 & 9,  
Behrampur Rd, Gurugram, Haryana 122002

**Sub: Offer Letter for the post of Graphic Designer**

Dear Paresh Sachdeva

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Graphic Designer based at our Alsorg Interiors India Private Limited. and your CTC will be Rs.600000/- per Anm as discussed and mutually agreed. The offer does not include the performance linked bonus of 15%.

Further, as discussed you have to join us on or before 01-8-2020 You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Copy of your PAN / Aadhar

A detailed letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company. action reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us.

Thanks and Regards

*Paresh Sachdeva*

Head HR



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Infosys

Date : 27 January, 2020

Letter of Intent

Dear, Parth Pathak  
New Delhi, India

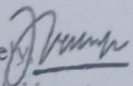
Congratulations! Our Company is Offering you the position of Software Engineer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 6.5 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,  
  
Mukesh Verma  
HR Head





Date : 24 January 2020

## Offer Letter

Dear Parul Yadav

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Onestep Global as a Support and conversation officer. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per Annum.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions.

It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to welcoming you to the team and wish you a successful and rewarding career with us.

Thankyou  
Regards

  
Krijika Rajpoot  
HR Head







**CROWNSTACK**  
Building Sustainable Solutions

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Gurgaon, Haryana, India

Date : 28 February 2021

OFFER LETTER

Dear Parveen Garg

We are pleased to offer you the full-time position of Frontend Developer at Crownstack. Mr. Heera Kumar at organization will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 8 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Mr. Himanshi Chopra  
HR Head





9  
New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Payal Aggarwal  
Guragon, Haryana

Congratulations! Lloyd Automobile is excited to call you our new Landscape Architect at. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace .You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely

Kirti Sethi

HR Head





Fab Interiors + Fab Studio

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Offer Letter

Dear Pearl Khanna  
Interior Designer  
Fab Interiors  
New Delhi, Delhi, India

Dear Pearl Khanna

We are pleased to extend an offer of employment to you for the position of Interior Designer at Fab Interiors, Delhi. We believe your skills and experience will be an ideal fit for our team.

**Position:** Interior Designer

**Start Date:** 12 August, 2020

**Salary:** 7LPA

Your employment with Fab Interiors will be on an basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30Days.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,

*Deepak Bhatia*

HR Manager



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Date : 27 January, 2020

LETTER OF INTENT

Dear Pikaksh Sarangal

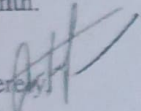
Congratulations! Our Company is Offering you the position of Technical Assistant.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7.4 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,  
  
Kartik Verma  
HR Head

Enclosed

Anexxure 1

Anexxure 2

Anexxure 3





Date: 17<sup>th</sup> July, 2020

Dear **Pooja Dogra**,  
Assistant Manager  
ICICI bank, Delhi, India

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of Assistant Manager

Your Date of Joining will be **17<sup>th</sup> August 2020**.

Your Monthly take home salary will be **Rs. 18,000/- (Eighteen thousand only)**.

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company policies.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

Passport size Photograph (5copies)

Copy of PAN card

Photo ID proof

Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]

Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)

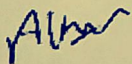
Copy of Employment/Service Certificate from the previous employer

Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

We look forward to a long and fruitful association with you.

ICICI bank, Delhi, India



Managing Director





Date: 18 July, 2020

Dear Pooja Sharma  
Business Analyst  
Moody's Analytics  
Gurugram, Haryana, India

Greetings Ms. Pooja Sharma

Sub: Letter of Appointment

Regarding your application for a job with Moody's Analytics at Gurugram, Haryana, India as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Business Analyst in Moody's Analytics Gurugram, Haryana, India

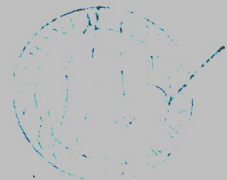
Appointment: Your appointment as Accounts Executive began on 20 August, 2020 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 40,000/-.

Workplace: Your first assignment will be at the Organization's Gurugram, Haryana, India . You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the Servetel Communications family and wish you every success in your work with us.

Sincerely,

HR Manager





303

Hauz khas, New Delhi, India

Date : 18 February 2020

### Letter of Intent

Dear Poonam Babbar

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Organization as a Landscape Architect, effective from 10.09.2020.

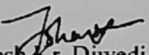
As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per annum

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to welcoming you to the Organization and wish you a successful and rewarding career with us.

Sincerely,

  
Yogesh Kr. Diwedi  
HR Manager







SCAD

Savannah College of Art and Design

Date: 12 July, 2020

Offer Letter

Poornima Sheoran  
Fashion & Textile  
Savannah College of Art and Design

Dea Poornima Sheoran

Subject: Offer of Employment at **Savannah College of Art and Design**

We are pleased to extend to you the offer of employment for the position of **Fashion & Textile** located at Noida, Uttar Pradesh, India On-site , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 Aug 2020

**Position:** As a **Fashion & Textile** you will report directly to the Junior Architect, Mr. Aman Singh and your duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be **6 LPA** , before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Fashion & Textile Should you have any questions about the offer or the next steps Welcome .

Sincerely,



HR Manager





Date : 05 January 2020

## Offer Letter

Dear Prabhamrit Thind

It is my pleasure to offer you the position of Landscape Architect at Manchanda Associates. Your total CTC will be INR 7 Lakhs (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

Probation Term: A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

Working Hours: The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,

  
Ragini Jha

HR Head





Fab Interiors + Fab Studio

306

Offer Letter

Dear Prabhleen Kaur Anand  
Interior Designer  
Fab Interiors  
New Delhi, Delhi, India

Dear Prabhleen Kaur Anand

We are pleased to extend an offer of employment to you for the position of Interior Designer at Fab Interiors, Delhi. We believe your skills and experience will be an ideal fit for our team.

**Position:** Interior Designer

**Start Date:** 12 August, 2020

**Salary:** 7LPA

Your employment with Fab Interiors will be on an basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30Days.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,

*Dinesh Bhatia*

HR Manager





7  
Gurgaon, Haryana, India

Date 28 February 2021

## Offer Letter

Dear Pradeep Vashisht

We are pleased to offer you the full-time position of Frontend Developer at Pinakey IT Consultancy Pvt. Ltd. Mr. Ranjan Kumar at organization will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 8 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Mr. Pradeep Khurana  
HR Head





Date : 13 March 2020

Congratulations!

Dear Pragati Nigam

Following our recent discussions, we are delighted to offer you the position of Landscape Architect with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: landscape Architect

Start date: Aug 11, 2020

Salary: 6LPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Gareema Chauhan  
HR Head







Fab Interiors + Fab Studio

309

Offer Letter

Dear Pragya Jain  
Interior Designer  
Fab Interiors  
New Delhi, Delhi, India

Dear Pragya Jain

We are pleased to extend an offer of employment to you for the position of Interior Designer at Fab Interiors, Delhi. We believe your skills and experience will be an ideal fit for our team.

**Position:** Interior Designer

**Start Date:** 12 August, 2020

**Salary:** 7LPA

Your employment with Fab Interiors will be on an basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30Days.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,

*Dhruv Bhatia*

HR Manager



310

Ref. No.0955/576

Date : 18 November 2019

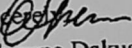
Offer Letter

Dear Pranav Khandelwal

Welcome to Warehow Technologies

Looking forward to have you in our team. We have pleasure to offer you the post of MEAN stack Developer. Your date of appointment is effective from the date of joining, which shall be on or before 1 st January 2020 . You will be eligible for salary of Rupees Fifty Thousand Only (Rs. 50,000) per month and annual salary Rupees Six Lakhs Only (Rs. 6,00,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Signed   
Abhirupa Dakua  
HR Manager



Date : 11 October 2019

## Letter of Intent

Dear Prasham Jain

Subsequent to your successful interview with our company, we are pleased to offer you the position of Web Software Developer in our organization. We take pleasure to inform you that your CTC will be Rs. 7 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
*Mansi Kapoor*  
Mansi Kapoor  
Head- Human Resource



Date : 18 February 2020

### Offer Letter

Dear Pratigya Jain

It is our pleasure to give you the offer letter on behalf of our company and the job role would be Architectural Designer.

Your monthly compensation is according to the salary your CTC would be 8 Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-07-2020

You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining.

Wishing you all the best

Yogesh K. Diwedi  
HR Manager







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Sector 65, Noida, Uttar Pradesh, India

Date : 24 January 2020

Offer letter

Dear Pratul P Choudhary

Congratulations! You have been selected to join ACPL. We are pleased to offer you the position of Architecture Designer with a consolidated pay of Rs. 8 lakhs per Annum. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

For each employee, the insurance coverage extends to yourself, your spouse and two of your children.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

Regards,  
Meenakshi Gupta  
HR Head



14

**magzoid**  
MAGAZINE

Offer Letter

Dear Pratyush Purohit

Sales Representative

Welcome to Magzoid Magazine, Dubai, United Arab Emirates  
Looking forward to have you in our team. We have pleasure to offer you at  
Magzoid Magazine, Dubai, United Arab Emirates. Your date of appointment is  
effective from the date of joining, which shall be on or before 1st JULY 2020 . You  
will be eligible for salary of Rupees Twenty Thousand Only (Rs. 20,000) per  
month and annual salary Rupees Two Lakhs Forty Thousand Only (Rs. 2,40,000).

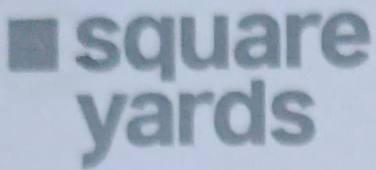
Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,



HR Manager





Date: 01 June, 2020

Dear Prince Gupta  
Territory Head  
Square Yards,  
Delhi, India

Subject: Offer of Employment at Square Yards, Delhi, India

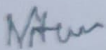
Congratulations! We are pleased to confirm that you have been selected to work for Territory Head We are delighted to make you the following job offer.

The position we are offering you is that of Forensic Associate at a monthly salary of 40,000/-with an annual cost. Your working hours will be from 9AM to 6PM, (Starting-Week Day to Ending Week Day.)

- Benefits for the position include: Territory Head
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-08-2020]. Please report to Mr. Kumar Chauhan for documentation and orientation. If this date is not acceptable, please contact me immediately. We are confident you will be able to make a significant contribution to the success of our Square Yards, and look forward to working with you.

Sincerely,

A handwritten signature in dark ink, appearing to read "N. Kumar".

Head HR







18 March 2020

Offer letter

Dear Priyangni Arora

Thank you for applying to our company for the position of Architectural Assistant. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.


Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Your salary would be Rs. 6 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards   
Rajneesh Bhardwaj  
HR head



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Date: 17<sup>th</sup> July, 2020

Dear Priyanka  
Assistant Manager  
Federal Bank , Delhi, India

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of Assistant Manager

Your Date of Joining will be 17<sup>th</sup> August 2020.

Your Monthly take home salary will be Rs. 5.2LPA

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company policies.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

- Passport size Photograph (5copies)
- Copy of PAN card
- Photo ID proof
- Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]
- Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)
- Copy of Employment/Service Certificate from the previous employer
- Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.  
We look forward to a long and fruitful association with you.

Federal Bank, Delhi, India

Managing Director



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Date : 28 February 2020

Offer Letter

Dear Priyanka Bhatt

We are pleased to offer you the full-time position of Landscape Architect at Acefone. Mr. Prakash Gupta at organization will be your primary contract and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

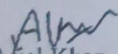
In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

  
Mr. Ajjal Khan  
HR Head







Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear Priyanka Kapoor

New Delhi, India

Congratulations! Our Company is Offering you the position of Project Assistant Manager.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

Kiru Sharma

HR Head



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# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

Ref. No 1127/142/6689B67

Date: 20 July, 2020

To  
Priyanka Sharma,

Date: 30<sup>th</sup> May, 2024

Sub: Letter Of Intent

Dear Priyanka Sharma,

With reference to your application and subsequent interview, we are pleased to offer you employment with Geetanjali Homestate Pvt Ltd as a **Business Development Executive – in Sales Department.**

#### Joining Date & Job Location

You are required to join on **14<sup>th</sup> Aug, 2020** at our **Gurugram** office: - Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001 OR Office No. 1017, Tower B, DLF Corporate Green Golf Course, Extension Road, SPR, Sector 74A, Gurugram, Haryana 122002 M3M84 Market sector 84, Gurugram Haryana. If failing, the offer shall stand canceled.

#### Documents required at the time of Joining

You are requested to submit us the following below-mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)



# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

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### Salary Details

Your yearly salary will be CTC Rs.5,00,000/- (3Lacs Fixed + 2Lacs Variable)

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, if your performance is not up to the expectation.

**NOTE:** You are Responsible for at least 15 Meetings or 1 Closure in a month.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to the Geetanjali Family and wish you all the best in your new assignment.

Yours Sincerely,

**For and on behalf of Geetanjali Homestate Pvt Ltd.**





322

Gurgaon, Haryana, India

Ref. No.784

OFFER LETTER

Dear Priyanka Yadav

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Quality and Audit Associate at vProtect India. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role

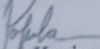
In this context, we shall be offering you a total CTC package of Rs. 800000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

In the event that you are unable to join us by August 14, 2020, the offer will be canceled. On the day of your joining, you will receive a comprehensive appointment letter that includes the terms and conditions as well as the wage breakdown.

Hiring you will be contingent upon your acceptance of the terms and conditions listed in the attached copy of this letter and the attached Schedule(s), initialing each page in the upper right corner, and returning it to me as soon as possible but no later than your start date.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,

  
Rajni Kashyap  
HR Head





New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Priyanshi Gupta  
Guragon, Haryana

Congratulations! Lloyd Automobile is excited to call you our new Landscape Architect at. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace .You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely

Kirti Sethi

HR Head







PREPARING YOU  
FOR CAREERS OF  
TOMORROW

324

Date : 07 March 2020

Offer Letter

Dear Puneet Lohia,

Subsequent to your successful interview with our Organization we are pleased to offer you the position as "Clinical Research Coordinator" in our organization. We take pleasure to inform you that your CTC will be Rs.7.5 Lakhs per annum.

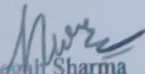
Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work. As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

  
Meghna Sharma  
HR Head



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Dear Puneet Yadav  
Layer  
District Bar Association,  
Gurugram Haryana

Subject: Offer of Employment at District Bar Association Gurugram

Start Date: Your start date will be 1 Aug 2020

Position: As a Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5LPA, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager



326



Dear Puru Yadav  
Layer  
Bar Council of  
Punjab and Haryana

Subject: Offer of Employment at Bar Council of Punjab and Haryana

Start Date: Your start date will be 1 Aug 2020

Position: As a Architect you will report directly to the Head of Department, Mr. Malik and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 6LPA , before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager







327

Hauz khas, New Delhi, India

Date : 18 February 2020

### Letter of Intent

Dear Radhika Fatehpuria

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Organization as a Junior Architect, effective from 10.09.2020.

As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per annum

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to welcoming you to the Organization and wish you a successful and rewarding career with us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Yogesh'.

Yogesh Kr. Diwedi  
HR Manager





# Chitra Vishwanath Architects

Sector - 54, Gurgaon, India

Date : 17 January 2020

## Offer Letter

Dear Raghavv Goggia

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Architectural Engineer - Level 2 and you will be based in Gurgaon

In this context, we shall be offering you a total CTC package of Rs. 750000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 22/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Probation Term: A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

Working Hours: The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,  
Komal Gupta  
HR Head



Date : 17 January 2020

## Offer Letter

Dear Raghendra Kumar Dha

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of **landscape Architect** and you will be based in Gurgaon. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

In this context, we shall be offering you a total CTC package of Rs. 600000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before 14/8/2020 failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached schedule(s), initialing each page in the right hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,

  
Rishabh Chugh

HR Head



330

Sector 54, Noida, Uttar Pradesh, India

Ref. No.46367

Date : 18 November 2019

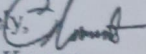
Offer Letter

Dear Ragini Rao

Welcome to AdGlobal 360

Looking forward to have you in our team. We have pleasure to offer you the post of Project Management Executive. Your date of appointment is effective from the date of joining, which shall be on or before 1st August 2020. You will be eligible for salary of Rupees Fourty Five Thousand Only (Rs. 45,000) per month and annual salary Rupees Five Lakh Fourty Thousand Only (Rs. 5,40,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,   
Suresh Kumar  
HR Manager





331

Ref. No.0955/576

Date : 18 November 2019

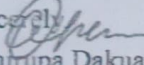
Offer Letter

Dear Rahul

Welcome to Warehow Technologies

Looking forward to have you in our team. We have pleasure to offer you the post of MEAN stack Developer. Your date of appointment is effective from the date of joining, which shall be on or before 1 st January 2020 . You will be eligible for salary of Rupees Fifty Thousand Only (Rs. 50,000) per month and annual salary Rupees Six Lakhs Only (Rs. 6,00,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,  
  
Abhirupa Dakua  
HR Manager







332

Date : 24 February 2020

LETTER OF OFFER OF EMPLOYMENT.

Dear Rahul Bhati

Congratulations! Following our recent discussions, we are delighted to offer you the position of marketing manager with Salary package of INR 8 Lakhs per annum. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sanjay Verma  
HR Head





New Delhi, Delhi, India

Date : 11 August, 2019

## Offer Letter

Dear Rahul Daniel Shivraj Dmello  
Guragon, Haryana

Congratulations! Lloyd Automobile is excited to call you our new Operations Team Lead. We'll focus on wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have. Lloyd Automobile will start you out at 9 lakhs per annum. You can expect to receive payment monthly.

As the Marketing Executive, you'll report to Manager at workplace. You'll be a regular employee and will be able to participate in all the benefits provided by the company. You'll also have access to some awesome perks, including game room, snack bar, etc.

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and Lloyd Automobile are able to terminate employment for any reason at any time.

Lloyd Automobile looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Sincerely,

Sheetal Gulati

Operations Team Lead



**programic asia.**

Rahul Kataria  
Marketing Executive  
Programic Asia,  
Gurugram, Haryana, India

Subject: Offer of Appointment

Dear. Rahul Kataria, It is our pleasure to welcome you to Programic Asia, Gurugram, Haryana, India.

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Digital Marketing Executive at Programic Asia, Gurugram, Haryana, India with package of 2.4 LPA. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn

ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. Your scheduled date of employment with us will be

July 24, 2020.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually

Sincerely,



HR Manager





Ref. No. 789/654

Date : 27 February, 2020

Offer letter

Dear, Rahul Kumar  
New Delhi, India

Congratulations! Our Company is Offering you the position of Software Engineer.


You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 5.6 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Preeti Singh  
HR Head







## Offer Letter

Dear Rajas Bhambhani  
Executive Chef  
Radisson Hotel & Resorts,  
Gurgaon, Haryana

Congratulations! We are pleased to confirm that you have been selected to work for Radisson Hotel & Resorts, Gurgaon, Haryana. We are delighted to make you the following job offer. The position we are offering you is that of Executive Chef at a monthly salary of 40,000/-with an annual cost to company 4.8LPA. Your working hours will be from 9AM to 6PM. (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Executive Chef
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on 01-08-2020. Please report to Mr. Sanjeev Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately. We are confident you will be able to make a significant contribution to the success of our Radisson Hotel & Resorts, Gurgaon, Haryana. and look forward to working with you.

Sincerely,

Head HR

A handwritten signature in blue ink is visible, along with a circular stamp that is mostly illegible but appears to contain some text and a central emblem.

19 February 2020

Offer letter

Dear Rajasvi Singh

Following our recent discussions, we are delighted to offer you the position of Full Stack developer with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

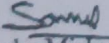
As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

The following points outline the band conditions we are proposing. Your Annual salary would be Rs. 5 Lakhs per annum.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sneha Mishra  
HR Head



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# Proprietor Rajat Gupta & Co. Cost Accountants

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Date: 01 June, 2020

## Offer Letter

Dear Rajat Kumar Gupta  
Gurugram, Haryana, India

Congratulation  
Offer of Employment

We are pleased to extend to you the offer of employment for the position of Advocate cated at New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard. Your start date will be 1 July 2020. As a Advocate you will report directly to the Head of Department, Ms.Kanu Priya and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 7 LPA , before deductions and withholdings. You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dea Rajat Kumar Gupta Should you have any questions about the offer or the next steps Welcome .

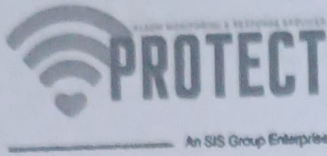
Sincerely,



HR Manager







339

Gurgaon, Haryana, India

Ref. No.784

Date : 18 September 2020

OFFER LETTER

Dear Rajat Rohilla

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Quality and Audit Associate at vProtect India. We'll focus on Wrapping up a few more formalities, including the successful completion of your background check, drug screening, reference check, etc, and aim to get to your new role

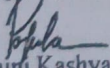
In this context, we shall be offering you a total CTC package of Rs. 800000/- per annum and will be subject to statutory and other deductions as per company policies and practices.

In the event that you are unable to join us by August 14, 2020, the offer will be canceled. On the day of your joining, you will receive a comprehensive appointment letter that includes the terms and conditions as well as the wage breakdown.

Hiring you will be contingent upon your acceptance of the terms and conditions listed in the attached copy of this letter and the attached Schedule(s), initialing each page in the upper right corner, and returning it to me as soon as possible but no later than your start date.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Regards,

  
Rajni Kashyap

HR Head





Date : 05 January 2020

## Offer Letter

Dear Rajyashvita Lakshmi Mehta

It is my pleasure to offer you the position of Architect at Manchanda Associates. Your total CTC will be INR 7 Lakhs (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

**Probation Term:** A six-month probation period will begin on the day of hire, which may be extended at the discretion of our Organization.

**Working Hours:** The working hours will be 8 a.m. to 5 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

**Notice Period:** You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Accepting employment will be conditional up on agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,



Ragini Jha

HR Head





341  
**vedanta**  
transforming for good

Noida, Uttar Pradesh, India

Date : 11 February 2023

## Offer Letter

Dear Rakshit

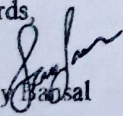
Congratulations! I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Associate Manager. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 6.6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards

  
Sanjay Bansal  
HR Head





Date : 27 January, 2020

LETTER OF INTENT

Dear Randeep Singh

Congratulations! Our Company is Offering you the position of Technical Assistant.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 7.4 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,  
Kartik Verma  
HR Head

Enclosed

Anexxure 1

Anexxure 2

Anexxure 3

18 March 2020

Offer letter

Dear Raunak Chaudhary

Thank you for applying to our company for the position of Architectural Engineer. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.

Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Your salary would be Rs. 7 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards / *Rajneesh*  
Rajneesh Bhardwaj  
HR head







Gurugram, Haryana, India

Date : 26 February 2020

## Offer Letter

Dear, Raunak Singh Budhraj  
New Delhi, India

Congratulations! Our Company is Offering you the position of Sales Manager.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 6 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

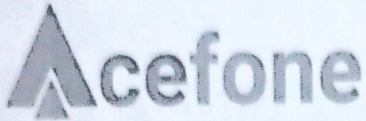
Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Harshita Sharma  
HR Head





345  
Gurgaon, Haryana, India

Date : 28 February 2020

Offer Letter

Dear Raventh Chadha

We are pleased to offer you the full-time position of Manager at Acefone. Mr. Prakash Gupta at organization will be your primary contract and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

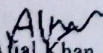
In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

  
Mr. Ajjal Khan  
HR Head



Date : 13 March 2020

Congratulations!

Dear Rhea Sethi

Following our recent discussions, we are delighted to offer you the position of Urban Planner with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: Urban Planner

Start date: Aug 11, 2020

Salary: 4.5LPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



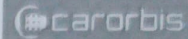
Gareema Chauhan

HR Head





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The Carorbis logo consists of a square icon with a grid pattern to the left of the word "carorbis" in a lowercase, sans-serif font.

Carorbis, New Delhi

Date: 25 June, 2020

## Letter of Appointment

Dear Ria Jain  
Product Designer  
Carorbis.com  
Faridabad, Haryana, India

Dear Ria Jain

We are pleased to extend an offer of employment to you for the position of Product Designer at arorbis.com Faridabad, Haryana, India . We believe your skills and experience will be an ideal fit for our team.

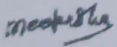
**Position:** Product Designer  
**Start Date:** 12 August, 2020  
**Salary:** 7LPA

Your employment with Essentia Environments will be on an [at-will/contract] basis. As such, either party can terminate the employment at any time with or without cause or notice.

Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30Days.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,

A handwritten signature in black ink, appearing to read "meekishu".

HR Manager





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Richa Kashyap  
Marketing Executive  
Peacenic Solutions Pvt.Ltd  
Noida, Uttar Pradesh ,India

Subject: Offer of Appointment

Dear. Richa Kashyap, It is our pleasure to welcome you to Peacenic Solutions Pvt.Ltd, Noida, Uttar Pradesh ,India

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Marketing Executive at Peacenic Solutions Pvt.Ltd, Noida, Uttar Pradesh ,India with package of 6 LPA. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. Your scheduled date of employment with us will be July 24, 2020.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually

Sincerely,

A handwritten signature in blue ink, appearing to be 'R. Singh', is written below the word 'Sincerely,'.

HR Manager

A faint, circular stamp or seal is visible in the bottom right corner of the page. The text within the stamp is illegible due to fading.



Hauz khas, New Delhi, India

Date : 18 February 2020

### Letter of Intent

Dear Richa Parashar

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Organization as a Landscape Architect, effective from 10.09.2020.

As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to a review of past employment and education records. Your annual package is 7 Lakhs per annum

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Excels and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to welcoming you to the Organization and wish you a successful and rewarding career with us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Yogesh'.

Yogesh Kr. Diwedi

HR Manager



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Date: 01 June, 2020

## Offer Letter

Dear Richa Sardana  
Delhi, India

Congratulation  
**Offer of Employment**

We are pleased to extend to you the offer of employment for the position of **Senior IP Analyst** cated at New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 1 July 2020

**Position:** As a **Senior IP Analyst** you will report directly to the Head of Department, Ms.Kanu Priya and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.


**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dea Richa Sardana Should you have any questions about the offer or the next steps Welcome .

Sincerely,

  
Mr. Shelly Kumari  
HR Manager





Date : 18 February 2020

Offer Letter

Dear Riddhima Duggal

It is our pleasure to give you the offer letter on behalf of our company and the job role would be Architectural Engineer.

Your monthly compensation is according to the salary your CTC would be 8 Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-07-2020

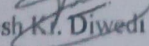
You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

Wishing you all the best

  
Yogesh K. Diwedi  
HR Manager







Sector 65, Noida, Uttar Pradesh, India

Date : 24 January 2020

Offer letter

Dear Rimjihim Swami

Congratulations! You have been selected to join ACPL. We are pleased to offer you the position of Architecture Designer with a consolidated pay of Rs. 8 lakhs per Annum. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

For each employee, the insurance coverage extends to yourself, your spouse and two of your children.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining).

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year. In addition to this, you can avail leave for 16 days in your first year as part of the earned leave component.

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday. Company is a part of the Regulated R&D industry and reserves the right to conduct background reference checks for all its employees.

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the family!

Regards,  
Meenakshi Gupta  
HR Head

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19<sup>th</sup> July 2020.

Rishavh Bharadwaj  
HR executive  
JV Gokal & Co. Pvt. Ltd.,  
Gurgaon, Haryana

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of HR executive

Your Date of Joining will be 19<sup>th</sup> August 2020.

Your Monthly take home salary will be Rs. 5LPA

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company polices.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

Passport size Photograph (5copies)

Copy of PAN card

Photo ID proof

Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]

Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)

Copy of Employment/Service Certificate from the previous employer

Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

We look forward to a long and fruitful association with you.

*Rishavh*

Head HR





**vedanta**  
transforming for good

3571

Noida, Uttar Pradesh, India

Date : 11 February 2023

## Offer Letter

Congratulations! Rishabh Jain, I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Associate Manager. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 6.6 lakhs per Annum. Your work will be in Office.

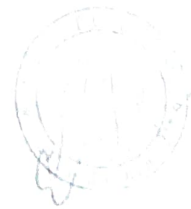
Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

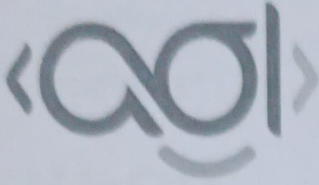
Regards,

  
Sanjay Bansal

HR Head







353-

Sector 54, Noida, Uttar Pradesh, India

Ref. No. 743

Date : 18 November 2019

Offer Letter

Dear Rishabh Mishra

Welcome to Tech Mahindra

Looking forward to have you in our team. We have pleasure to offer you the post of Software Engineer. Your date of appointment is effective from the date of joining, which shall be on or before 1 st August 2020 . You will be eligible for salary of Rupees Fourty Five Thousand Only (Rs. 45,000) per month and annual salary Rupees Five Lakh Fourty Thousand Only (Rs. 5,40,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,  
Yogesgh Kumar  
HR Manager





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WeCP

Noida, Uttar Pradesh, India

Ref. No.055/2756

Date : 26 February 2020

## Offer Letter

Dear Rishabh Sharma


Congratulations! I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Product Owner and Customer Success Manager. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 7.2 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

  
Rachita Verma  
HR Head





Fab Interiors + Fab Studio

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Offer Letter

Dear Ritigya Srivastava  
Interior Designer  
Fab Interiors  
New Delhi, Delhi, India

Dear Ritigya Srivastava

We are pleased to extend an offer of employment to you for the position of Interior Designer at Fab Interiors, Delhi. We believe your skills and experience will be an ideal fit for our team.

**Position:** Interior Designer

**Start Date:** 12 August, 2020

**Salary:** 7LPA

Your employment with Fab Interiors will be on an basis. As such, either party can terminate the employment at any time with or without cause or notice. Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30Days.

We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,

*Dhruv Bhatia*

HR Manager



18 March 2020

Offer letter

Dear Ritika Jhunjhunwala

Thank you for applying to our company for the position of Architectural Engineer. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

Our company will provide you with a computer and its necessary accessories for the duration of your employment.



Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Your salary would be Rs. 7 Lakhs per Annum. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative.

Welcome to the team!

Regards   
Rajneesh Bhardwaj  
HR head 



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KREA WORLD  
New Delh



Date: 25 July, 2020

Dear Riya Nagpal  
**Interior Designer**  
KREA World  
New Delhi, Delhi, India

Ms. Riya Nagpal

**Subject: Offer of Employment at KREA World New Delhi, Delhi, India**

We are pleased to extend to you the offer of employment for the position of **Interior Designer** New Gurugram, India, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a **Interior Designer** you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager







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**Date: 17<sup>th</sup> July, 2020**

Dear Robin Ghudaiya  
Assistant Manager  
CFI Exports Dwarka Delhi, India

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of Assistant Manager

Your Date of Joining will be 17<sup>th</sup> August 2020.

Your Monthly take home salary will be Rs. 5LPA

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company policies.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

Passport size Photograph (5copies)

Copy of PAN card

Photo ID proof

Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]

Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)

Copy of Employment/Service Certificate from the previous employer

Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

We look forward to a long and fruitful association with you.

CFI Exports Dwarka Delhi, India, Delhi, India

HR Director

Design Forum International  
K-47 Kailash Colony



Date : 05 February, 2020

Dear Rochi  
Design Forum International  
Design Architect

Dear Rochi

Subject: Offer of Employment at Design Forum International

We are delighted to officially appoint you to the position of Design Architect at Design Forum International . We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: Design Architect
- Department: Design Forum International
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2020
- Compensation: 7LPA

Please report to the Design Forum International on 20 August, 2020 at 5:00Pm . This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager





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# MoEngage

California

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Date: 15 July, 2020

Dear RohitBoken  
DevSecOps Engineer  
MoEngage  
California-95035

Dear RohitBoken

Subject: Offer of Employment at MoEngage, California

We are delighted to officially appoint you to the position of DevSecOps Engineer at MoEngage, California. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: DevSecOps Engineer
- Employment : MoEngage, California
- Start Date: 20 August, 2020
- Compensation: 7LPA

Please report to the Sr. Engineer on 20 August, 2020 at 5:00Pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager

 California, 95035

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# YES BANK

Banking Mumbai, Maharashtra

Date: 15 June, 2020

## Offer Letter

Mr. Rohit Dagar  
Premium service officer  
YES BANK, Gurgaon

Dear Rohit Dagar

We are pleased to offer you employment at YES BANK We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is Premium service officer Your starting date will be 01 st July, 2020 The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at YES BANK

Sincerely,

YES BANK, Gurgaon







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Noida, Uttar Pradesh, India

Ref. No. 734/086

Date : 27 November, 2019

Offer letter

Dear, Rohit Gupta  
New Delhi, India

Congratulations! Our Company is Offering you the position of Software Development Engineer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Preeti Kumar

HR Head



365

Noida, Uttar Pradesh, India

Ref. No. 357/7453

Date : 11 October 2019

## Offer Letter

Dear Rohit Khurana

Subsequent to your successful interview with our company, we are pleased to offer you the position of Technical Assistant in our organization. We take pleasure to inform you that your CTC will be Rs. 5 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement). You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer. Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
Harjas Singh  
Head- Human Resource





Date: 19 December, 2019

# Offer Letter

Rohit Kumar Raghav  
Hotel Management Manager  
Studio Ekamai  
Address: 1433-1435 Sukhumvit Road, Phra Khanong-Nuer,  
Wattana, Wattana, Bangkok

Dear Rohit Kumar Raghav

Congratulations! We are pleased to confirm that you have been selected to work for Studio Ekamai Pvt We are delighted to make you the following job offer.

The position we are offering you is that of Hotel Management Manager at a monthly salary of 66,000/- with an annual cost to company 8,00,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Hotel Management Manager
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-06-2020]. Please report to Mr. Abhishek Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 20- 03-2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Studio Ekamai and look forward to working with you.

Sincerely,

Studio Ekamai







Ref. No. AMA Tower/2020/118...

Date: 15 June, 2020

## Offer Letter

Dear Rohit Kumar Sah  
Hotel Management Manager  
AMA Tower  
Address: Noida, Uttar Pradesh, India

Congratulations! We are pleased to confirm that you have been selected to work for AMA Tower We are delighted to make you the following job offer.

The position we are offering you is that of Architect Project Manager at a monthly salary of 66,000/-with an annual cost to company 8,00,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Hotel Management Manager
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-08-2020]. Please report to Mr. Abhishek Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 20-08-2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our AMA Tower and look forward to working with you.

Sincerely,

AMA Tower







STUDIO Ghaziabad, Uttar Pradesh, India

Date: 15 April 2020

Mr. Rohit Sikri  
Principal Architect  
AR STUDIO - Architects  
Ghaziabad, Uttar Pradesh, India

Dear Rohit Sikri

AR STUDIO - Architects is Mr. Rohit Sikri to offer you the position of Principal Architect. The anticipated start date is on the 1 August, depending on job contingencies. As the Principal Architect your responsibilities will include description of duties. You will report directly to manager.

Working hours are 9am -5pm, 6-days week. The base salary for this position is Rs 7,00, 000 per year. Payment is on a monthly starting on date. In addition, you will be eligible to receive [bonus system/additional benefit]. AR STUDIO - Architects offers a benefits program that includes [description of benefits].

Your employment with AR STUDIO - Architects will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice. This letter is not a contract and does not indicate the employment terms or duration of your work period.

If you wish to accept this offer of employment, please confirm by signing and returning this letter by 15 July

Sincerely,

A handwritten signature in black ink, appearing to be 'Jyoti'.

HR Manager





MONOTHUMB

369

01-07-2020

Dear Rohit Yadav  
Digital Marketing Executive  
Monothumb,  
Mumbai, Maharashtra, India

Subject: Offer of Employment at Monothumb, Maharashtra

Congratulations! We are pleased to confirm that you have been selected to work for Digital Marketing Executive. We are delighted to make you the following job offer.

The position we are offering you is that of Forensic Associate at a monthly salary of 45,000/-PM cost to company 8,00,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Forensic Associate
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-08-2020]. Please report to Mr. Abhishek Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately. We are confident you will be able to make a significant contribution to the success of our Studio Ekamai and look forward to working with you.

Sincerely,

Head HR







370

Date: 2 March, 2020

Dear Roopal Saxena  
Architect,  
Studio Architecte  
Panchkula, Haryana, India

Subject: Offer of Employment at Studio Architecte

We are pleased to extend to you the offer of employment for the position of Studio Architecte Panchkula, Haryana, India. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

Start Date: Your start date will be 20 August 2020

Position: As a Architect you will report directly to the Head of Department, Ms. Deepti, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

Salary: Your starting salary will be 6 LPA , before deductions and withholdings.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Roopal Saxena Should you have any questions about the offer or the next steps Welcome .

Sincerely,

*[Handwritten signature]*

HR Manager

*[Handwritten signature]*



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Gurgaon, Haryana, India

Ref. No.784

Date : 23 September 2020

Offer Letter

Dear Roshan Kumar Sahoo

We are pleased to extend to you the offer of employment for the position of Business Development Executive at Accenture. Your skills and experience will be an ideal fit for our team and we look forward to welcome you.

Salary: Your starting salary will be 5.5 lakhs per annum, before deductions and with holdings.

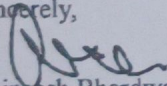
Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

  
Rajneesh Bhardwaj

HR Head







**G D GOENKA**  
**UNIVERSITY**

FROM FOUNDATION TO FLIGHT

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Ref no: C31/2014/10185

Date: 2 July, 2020

## APPOINTMENT LETTER

Roshni Sengupta

Assistant Professor

GD Goenka University, Gurugram

Subject: Offer of Appointment

Dear, Roshni Sengupta It is our pleasure to welcome you to GD Goenka University, Gurugram With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Assistant Professor at GD Goenka University, Gurugram with package of 800000 LPA. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. Your scheduled date of employment with us will be July 24, 2014.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

HR Manager

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Date : 10 February,2020

Rounak Tiwari  
Junior Architect  
Eternity Architects, New Delhi, Delhi, India  
Sector 38, New Delhi,

Dear Rounak Tiwari

We are pleased to offer you the position of Junior Architect at Eternity Architects, New Delhi, Delhi, India . We believe your skills and experience will be an ideal fit for our team. Delhi, India, Start Date: 05-07-2020, Salary: Rs. 8,00000/- per year, payable in accordance with the company's standard payroll schedule.

**Benefits:** You will be eligible for our standard benefits package, which includes [list of benefits, such as health insurance, retirement plans, etc.]. **Reporting to:** Manager to Mr. Anil Kumar **Responsibilities:** Your responsibilities will include [brief overview of job responsibilities]. A detailed job description is attached.

If you have any questions, please do not hesitate to contact me at Email Address.

hr@eternityarchitects.co.in

Sincerely,

HR. Head

Acceptance:

I accept the position of Junior Architect at Eternity Architects, New Delhi, Delhi, India as outlined in this offer letter.







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# L'ATELIER

New Delhi, Delhi, India

Date: 25 March, 2020

Ruchi Bahracharya  
Landscape Architect  
LAATELIER, New Delhi, Delhi, India

**Subject: Job Offer for the post Landscape Architect**

Further, the management has decided to make a job offer for employment with us for the position of Landscape Architect QA Tester/Business Analyst with our organization. You will be placed at our office based at Keywords Studios Cyber City, Gurugram, Haryana, India and will be reporting to HOD.

You are offered Rs. 9,00,000 as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards  
Yours Faithfully

Hr. Manager



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# Legal Counsel Srivasta S & Co

Date: 01 June, 2020

## Offer Letter

Dear Ruchika Agrawal  
Kanpur, Uttar Pradesh, India

Congratulation  
Offer of Employment

We are pleased to extend to you the offer of employment for the position of Legal Manager New Kanpur, Uttar Pradesh, India AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

Start Date: Your start date will be 1 July 2020

Position: As a ALegal Manager you will report directly to the Head of Department, Ms.Kanu Priya and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

Salary: Your starting salary will be 6 LPA , before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401 (k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dea Ruchika Agrawal Should you have any questions about the offer or the next steps Welcome .

Sincerely,

Mr. Shelly Kumari

HR Manager







Date : 10 February, 2020

Ruchira Tandon  
Eternity Architects, New Delhi, Delhi, India  
Sector 38, New Delhi,

Dear Ruchira Tandon

We are pleased to offer you the position of Junior Architect at Eternity Architects, New Delhi, Delhi, India. We believe your skills and experience will be an ideal fit for our team.

Delhi, India, Start Date: 05-07-2020, Salary: Rs. 8,00,000/- per year, payable in accordance with the company's standard payroll schedule.

**Benefits:** You will be eligible for our standard benefits package, which includes [list of benefits, such as health insurance, retirement plans, etc.].

Reporting to: Manager to Mr. Anil Kumar

Responsibilities: Your responsibilities will include [brief overview of job responsibilities]. A detailed job description is attached.

If you have any questions, please do not hesitate to contact me at Email Address.

[hr@eternityarchitects.co.in](mailto:hr@eternityarchitects.co.in)

Sincerely,

*[Handwritten signature]*

HR. Head



Date : 10 February,2020

Eternity Architects, New Delhi, Delhi, India  
Rupali Singh  
Sector 38, New Delhi,

Dear Rupali Singh

We are pleased to offer you the position of Junior Architect at Eternity Architects, New Delhi, Delhi, India . We believe your skills and experience will be an ideal fit for our team.

Delhi, India, Start Date: 05-07-2020, Salary: Rs. 8,00000/- per year, payable in accordance with the company's standard payroll schedule.

**Benefits:** You will be eligible for our standard benefits package, which includes [list of benefits, such as health insurance, retirement plans, etc.].

Reporting to: Manager to Mr. Anil Kumar

Responsibilities: Your responsibilities will include [brief overview of job responsibilities]. A detailed job description is attached.

If you have any questions, please do not hesitate to contact me at Email Address.

hr@eternityarchitects.co.in

Sincerely,

*HR Head*  
HR. Head



# IMPACT PROJECTS PVT. LTD.

Amritsar, Punjab, India

Date: 25 July, 2020

Dear Saakshi Saini  
Product Designer  
Impact Projects Pvt. Ltd.  
Amritsar, Punjab, India

Subject: Offer of Employment at Impact Projects Pvt. Ltd.

Refer to your interview held in office on dated 20 August 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Impact Projects Pvt. Ltd. and will be reporting to Director – Finance and Account. You are offered Rs 7 LPA, as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/ Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,



HR Manager





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Ghaziabad, Uttar Pradesh, India

Date: 15 April 2020

Mr. Sachit Pathak  
Principal Architect  
AR STUDIO - Architects  
Ghaziabad, Uttar Pradesh, India

Dear Sachit Pathak

AR STUDIO - Architects is Mr. Sachit Pathak to offer you the position of Principal Architect. The anticipated start date is on the 1 August, depending on job contingencies. As the Principal Architect your responsibilities will include description of duties. You will report directly to manager.

Working hours are 9am -5pm, 6-days week. The base salary for this position is Rs 7,00, 000 per year. Payment is on a monthly starting on date. In addition, you will be eligible to receive [bonus system/additional benefit]. AR STUDIO - Architects offers a benefits program that includes [description of benefits].

Your employment with AR STUDIO - Architects will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice. This letter is not a contract and does not indicate the employment terms or duration of your work period.

If you wish to accept this offer of employment, please confirm by signing and returning this letter by 15 July

Sincerely,

A handwritten signature in black ink, appearing to be 'Joy' followed by a flourish.

HR Manager







Date: 15 June, 2020

## Offer Letter

Welcome to  
Aakriti Tyagi  
Marketing  
Yateem Group ,  
Dubai, United Arab Emirates

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of AED 5,000 per month and annual salary AED 60,000  
Please sign and return the copy of this offer letter as a token of your acceptance.

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

A handwritten signature in black ink, appearing to read "Gandhi".

HR Manager



Ghaziabad, Uttar Pradesh, India

Date: 15 April 2020

Mr. Sagar Arora  
Principal Architect  
AR STUDIO - Architects  
Ghaziabad, Uttar Pradesh, India

Dear Sagar Arora

AR STUDIO - Architects is Mr. Sagar Arora to offer you the position of Principal Architect. The anticipated start date is on the 1 August, depending on job contingencies. As the Principal Architect your responsibilities will include description of duties. You will report directly to manager.

Working hours are 9am -5pm, 6-days week. The base salary for this position is Rs 7,00,000 per year. Payment is on a monthly starting on date. In addition, you will be eligible to receive [bonus system/additional benefit]. AR STUDIO - Architects offers a benefits program that includes [description of benefits].

Your employment with AR STUDIO - Architects will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice. This letter is not a contract and does not indicate the employment terms or duration of your work period.

If you wish to accept this offer of employment, please confirm by signing and returning this letter by 15 July

Sincerely,

A handwritten signature in black ink, appearing to read 'Jyoti'.

HR Manager



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Date: 18 July, 2020

Dear Sahasrabdee Panigrahi  
Admin  
IBM  
Gurugram, Haryana, India

Dear Sahasrabdee Panigrahi

Sub: Letter of Appointment

Regarding your application for a job with finance and admin at IBM Gurugram, Haryana, India, as well as the subsequent interviews you held with us. We are pleased to offer you a position as an finance and admin in IBM Gurugram, Haryana, India

Appointment: Your appointment as finance and admin began on 20 August, 2020 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 40,000/-.

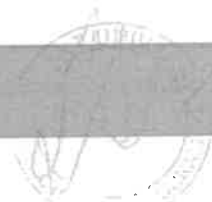
Workplace: Your first assignment will be at the Organization's IBM Gurugram, Haryana, India . You may, however, be relocated to another place due to organisational requirements.

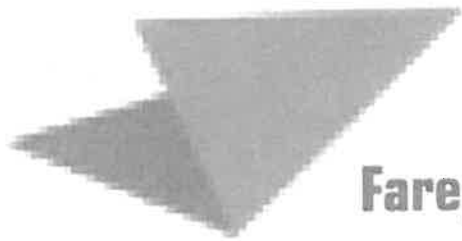
We warmly welcome you to the IBM Gurugram, Haryana, India family and wish you every success in your work with us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Suresh'.

HR Manager





**Fareportal**

383

Date: 01 June, 2020

Dear Sahil Gaur  
Talent Acquisition  
Fareportal,  
Gurugram

Subject: Offer of Employment at Fareportal, Gurugram

Congratulations! We are pleased to confirm that you have been selected to work for Territory Head We are delighted to make you the following job offer.

The position we are offering you is that of Forensic Associate at a monthly salary of 40,000/- with an annual cost .Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Territory Head
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-08-2020]. Please report to Mr. Desh Pal for documentation and orientation. If this date is not acceptable, please contact me immediately. We are confident you will be able to make a significant contribution to the success of our Square Yards, and look forward to working with you.

Sincerely,

Head HR







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Kotak Mahindra Bank



17<sup>th</sup> July 2020

Dear Saif Ali  
Account Manager  
Kotak Mahindra Bank Delhi, India

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of Account Manager.

Your Date of Joining will be 17<sup>th</sup> August 2020.

Your Monthly take home salary will be Rs. 40,000/- per month

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company polices.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

Passport size Photograph (5copies)

Copy of PAN card

Photo ID proof

Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]

Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)

Copy of Employment/Service Certificate from the previous employer

Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

We look forward to a long and fruitful association with you.

*Netis*

Managing Director





## Offer Letter

Saksham Dhingra  
Manager  
NLB Service  
Gurugram, Haryana, India

Refer to your interview held in office on dated 20 August, 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Trainee with our organization. You will be placed at our office based at Sector-63, Noida-201301 (U.P.); INDIA and will be reporting to Manager.

You are offered Rs 7 LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates/mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

HR Manager



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DFI

Design Forum International  
K-47 Kailash Colony

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Date : 05 February,2020

Dear Saksham Pandit  
Design Forum International  
Design Architect  
Delhi, Delhi, India ,

Subject: Offer of Employment at Design Architect

We are pleased to extend to you the offer of employment for the position of Design Architect New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

Start Date: Your start date will be 20 August 2020

Position: As a Design Architect you will report directly to the Head of Department, Ms. Payal, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

Salary: Your starting salary will be 7 LPA , before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Saksham Pandit Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager



## Offer Letter

Saksham Sharma

Junior Architect

Invoice

Ghaziabad, Uttar Pradesh, India

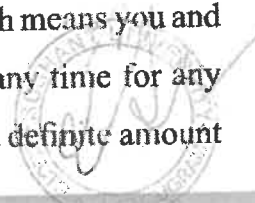
Dear Saksham Sharma

We are pleased to offer you the full-time position of Junior Architect at Studio Invoice with a start date of July 15th, 2020, contingent upon a background check. Mr. Umesh Sharma at Studio Invoice will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 7.2 LPA to be paid on a semi-monthly basis by direct deposit starting on August 1st, 2020.

Your employment with Studio Invoice will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount





of time. As an employee of Studio Invoid you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,



Head HR



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DFI

**Design Forum International  
K-47 Kailash Colony**

Date : 05 February,2020

Dear Sakshi Gilhotra  
Design Forum International  
Design Architect  
Delhi, Delhi, India ,

**Subject: Offer of Employment at Design Architect**

We are pleased to extend to you the offer of employment for the position of Design Architect New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a Design Architect you will report directly to the Head of Department, Ms. Payal, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA , before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Sakshi Gilhotra Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager



# IDEASIGN STUDIOS

## A COMPLETE VIDEO PRODUCTION HUB

Date : 05 February,2020

Dear Sakshi Nagpal  
Design Studios  
Design Architect

Dear Sakshi Nagpal

Subject: Offer of Employment at Design Architect

We are pleased to extend to you the offer of employment for the position of Design Architect New Delhi, Delhi, India , AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

Start Date: Your start date will be 20 August 2020

Position: As a Design Architect you will report directly to the Head of Department, Ms. Payal, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

Salary: Your starting salary will be 7 LPA , before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Sakshi Nagpal Should you have any questions about the offer or the next steps Welcome .

Sincerely,



HR Manager



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**Yateem Optician**  
Retail Abu Dhabi, Abu Dhab



Date: 15 June, 2020

## Offer Letter

Welcome to  
Saloni  
Optometrist  
Yateem Group ,  
Dubai, United Arab Emirates

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of AED 5,000 per month and annual salary AED 60,000  
Please sign and return the copy of this offer letter as a token of your acceptance.

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

HR Manager







Date: 25 July, 2020

Dear Saloni Chauhan  
**Interior Designer**  
Impact Projects Pvt. Ltd.  
Amritsar, Punjab, India

Ms. Saloni Chauhan

**Subject: Offer of Employment at Impact Projects Pvt. Ltd.**

We are pleased to extend to you the offer of employment for the position of **Interior Designer** New Impact Projects Pvt. Ltd. AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a **Interior Designer** you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

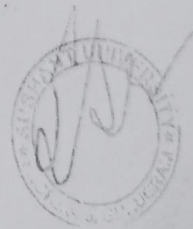
**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

A handwritten signature in black ink, appearing to read "Atul Sharma".

HR Manager





**vedanta**  
transforming for good

Noida, Uttar Pradesh, India

Date : 11 February 2023

## Offer Letter

Dear Samanyu Puri

Congratulations! I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Associate Manager. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 6.6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,



Sanjay Bansal

HR Head



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# L'ATELIER

New Delhi, Delhi, India

Date: 25 March, 2020

**Samarjit Singh Verma**

Landscape Architect

LAATELIER, New Delhi, Delhi, India

**Subject: Job Offer for the post Landscape Architect**

Further, the management has decided to make a job offer for employment with us for the position of Landscape Architect QA Tester/Business Analyst with our organization. You will be placed at our office based at Keywords Studios Cyber City, Gurugram, Haryana, India and will be reporting to HOD.

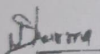
You are offered Rs. 9,00,000 as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

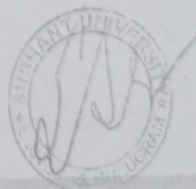
Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully



Hr. Manager





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Date: 18 May, 2020

## Appointment Letter

**Samriti Singh**

Architect

AMA, Tower, New Delhi, Delhi, India

### **Subject: Job Offer for the post Architect**

Further, the management has decided to make a job offer for employment with us for the position of Architect QA Tester/Business Analyst with our organization. You will be placed at our office based at Keywords Studios Cyber City, Gurugram, Haryana, India and will be reporting to HOD.

You are offered Rs. 9,00,000 as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

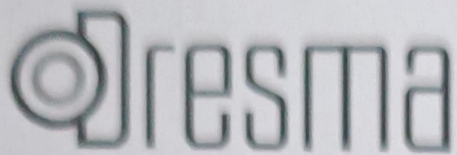
Thanks and Regards

Yours Faithfully

Ms. Nidhika

Hr. Manager





Dear Sanjana Choudhary  
 Marketing Manager  
 Dresma,  
 New Delhi, Delhi, India

Dear Sanjana Choudhary

Subject: Offer of Employment at Dresma, New Delhi, Delhi, India

We are delighted to officially appoint you to the position of Marketing Manager at Dresma, New Delhi, Delhi, India. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: Marketing Manager
- Department: Dresma, New Delhi, Delhi, India
- Reporting to: Yashpal JI
- Start Date: 20 August, 2020
- Compensation: 8LPA

Please report to the Mr. Malik on 20 August, 2020 at 5:00Pm . This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

*Mr. Malik*

HR Manager



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Date: 28 May, 2020

## Appointment Letter

**Sanya**

Architect

AMA, Tower, New Delhi, Delhi, India

**Subject: Job Offer for the post Architect**

Further, the management has decided to make a job offer for employment with us for the position of Architect QA Tester/Business Analyst with our organization. You will be placed at our office based at Keywords Studios Cyber City, Gurugram, Haryana, India and will be reporting to HOD.

You are offered Rs. 9,00,000 as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

A handwritten signature in black ink, appearing to be 'Sanya', is written over a faint horizontal line.

Hr. Manager



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**HAYS** Working for  
your tomorrow

Date : 24 January 2020

## Offer Letter

Dear Sanya Bhalla  
Congratulations!

You have been selected to join HAYS through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Associate with a consolidated pay of Rs. 6 Lakhs p.a. (per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

You will be on probation for a period of 12 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 2 years at the time of joining. You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

Your date of joining will be communicated through Launchpad.  
We warmly welcome you to the family!

*A. K. Singh*

Head- Human Resource





18  
Noida, Uttar Pradesh, India

Date : 20 March 2020

### OFFER LETTER

Congratulations! Sarthak Ahluwalia, I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Cyber Security Trainee. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 6.6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

Mukesh Bijlani

HR Head





# Legal Counsel Srivasta S & Co

Date: 01 June, 2020

## Offer Letter

Dear Sarthak Gupta  
Kanpur, Uttar Pradesh, India

Congratulation  
Offer of Employment

We are pleased to extend to you the offer of employment for the position of Legal Manager New Kanpur, Uttar Pradesh, India AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

Start Date: Your start date will be 1 July 2020

Position: As a ALegal Manager you will report directly to the Head of Department, Ms.Kanu Priya and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

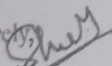
Salary: Your starting salary will be 6 LPA , before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dea Sarthak Gupta Should you have any questions about the offer or the next steps Welcome .

Sincerely,  
  
Mr. Shelly Kumari  
HR Manager



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**Tyroo Media Pvt Ltd**  
Gurgaon, Haryana, India

Date: March 23, 2019

## Offer Letter

Sarthak Singhal  
Tyroo Media Pvt Ltd  
Gurgaon, Haryana, India

### **Subject: Job Offer for Trainee**

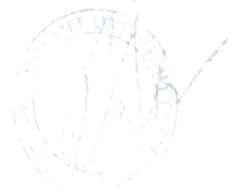
We are pleased to offer you employment at Tyroo Media Pvt Ltd. We feel that your skills and background will be valuable assets to our team.

Your Cost to the Company will be Rs.3, 00,000/- per annum (Three Lakh Rupees only). Per our discussion, the position is System Analyst. Your starting date will be Aug 16, 2014. The enclosed employee handbook outlines the medical and retirement benefits that our company offers. We look forward to welcoming you as a new employee at Tyroo Media Pvt Ltd.

Sincerely,

A handwritten signature in blue ink, appearing to be "S. Singh" or similar.

HR Manager,



401



Asset 10, Northern Access Rd, Aerocity,  
Hospitality District, Indira Gandhi International  
Airport, New Delhi, Delhi 110037

LETTER OF OFFER OF EMPLOYMENT

July 10, 2020

Sarthak Vats  
Food Service Manager  
Roseate House,  
New Delhi, Delhi, India.

Dear Sarthak Vats

Following our recent discussions, we are delighted to offer you the position of Food Service Director at Roseate House, New Delhi, Delhi, India. . If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: Food Service Director

Start date: Aug 11, 2020

Salary: 3LPA

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

HR Manager,

With the signature below, I accept this offer for employment.





402

Sector 54, Noida, Uttar Pradesh, India

Ref. No.763

Date : 18 November 2019

Offer Letter

Dear Sarvesh Sharma

Welcome to Tech Mahindra

Looking forward to have you in our team. We have pleasure to offer you the post of Software Engineer. Your date of appointment is effective from the date of joining, which shall be on or before 1 st August 2020 . You will be eligible for salary of Rupees Sixty Thousand Only (Rs. 60,000) per month and annual salary Rupees Seven Lakh Twenty Thousand Only (Rs. 7,20,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,  
Palak Singh  
HR Manager





U/3  
Lumenci  
Illuminating Innovation  
Gurugram, Haryana, India

Date: 20 July, 2020

## Offer Letter

Satyam Pundhir  
Product Designer  
Lumenci, Illuminating Innovation  
Gurugram, Haryana, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Product Designer with our organization. You will be placed at our office based at Lumenci, Illuminating Innovation Gurugram, Haryana, India and will be reporting to Director –Finance and Account.

You are offered **Rs 5LPA** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

A handwritten signature in black ink, appearing to be "Satyam Pundhir", written over a horizontal line.

HR Manager





**Tyroo Media Pvt Ltd**  
Gurgaon, Haryana, India

Date: March 23, 2019

## Offer Letter

Saumyaa Taneja  
Tyroo Media Pvt Ltd  
Gurgaon, Haryana, India

**Subject: Job Offer for Trainee**

We are pleased to offer you employment at Tyroo Media Pvt Ltd. We feel that your skills and background will be valuable assets to our team.

Your Cost to the Company will be Rs.3, 00,000/- per annum (Three Lakh Rupees only). Per our discussion, the position is System Analyst. Your starting date will be Aug 16, 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers. We look forward to welcoming you as a new employee at Tyroo Media Pvt Ltd.

Sincerely,

A handwritten signature in blue ink, appearing to read "By".

HR Manager,

405



Date: 1 Feb, 2020

## Offer Letter

Mr. Saurabh  
Back End Developer.  
VdoIT Technologies  
Address Sector 53, Gurgaon,  
Haryana, India

Sub: Offer Letter

Dear Saurabh

It is our pleasure to give you the offer letter on behalf of company VdoIT Technologies and the job role would be Back End Developer.

Your monthly compensation is according to the salary your CTC would be 8,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-08-2020

You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Wishing you all the best

A handwritten signature in black ink, appearing to read 'S. Chitosee'.

HR Manager





**Tyroo Media Pvt Ltd**  
Gurgaon, Haryana, India

Date: March 23, 2019

## Offer Letter

Saurabh Agarwal  
Tyroo Media Pvt Ltd  
Gurgaon, Haryana, India

### **Subject: Job Offer for Trainee**

We are pleased to offer you employment at Tyroo Media Pvt Ltd. We feel that your skills and background will be valuable assets to our team.

Your Cost to the Company will be Rs.3, 00,000/- per annum (Three Lakh Rupees only). Per our discussion, the position is System Analyst. Your starting date will be Aug 16, 2014. The enclosed employee handbook outlines the medical and retirement benefits that our company offers. We look forward to welcoming you as a new employee at Tyroo Media Pvt Ltd.

Sincerely,

A handwritten signature in blue ink, appearing to be "Saurabh Agarwal".

HR Manager,

A faint, handwritten signature or stamp in blue ink, located in the bottom right corner of the page.



19 February 2020

Offer letter

Dear Sayam Sharma

Following our recent discussions, we are delighted to offer you the position of Full Stack developer with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

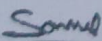
As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

The following points outline the band conditions we are proposing. Your Annual salary would be Rs. 5 Lakhs per annum.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Sneha Mishra  
HR Head



Date: 21 June, 2020

## Offer Letter

Sehr Gupta  
StudioAIR, Gurgaon, Haryana

Subject: Offer of Employment at StudioAIR

Dear Sehr Gupta,

I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

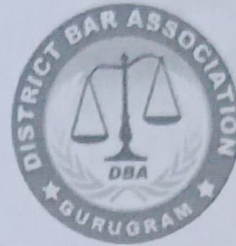
In line with what was communicated to you during the interview process, your position will be as a trainee. your joining date is 20Aug 2020. If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 30 June 2020. We are excited to have you join our organization and we look forward to working with you. If you have any questions

Sincerely,

HR Manager



409



Dear Semant  
Layer  
District Bar Association,  
Gurugram Haryana

Subject: Offer of Employment at District Bar Association Gurugram

Start Date: Your start date will be 1 Aug 2020

Position: As a Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5.2LPA, before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

*Niho*

HR Manager







Date: 18 July, 2020

Dear Shakti Tanwar  
Social Media Executive  
Byte Edge,  
Gurugram, Haryana, India

Dear Shakti Tanwar

Sub: Letter of Appointment

Regarding your application for a job with Social Media Executive at Byte Edge, Gurugram, Haryana, India, as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Social Media Executive at Byte Edge, Gurugram, Haryana, India. Your appointment as finance and admin began on 20 August, 2020 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 7LPA Your first assignment will be at the Organization's Byte Edge, Gurugram, Haryana, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the Byte Edge, Gurugram, Haryana, India, family and wish you every success in your work with us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Singh', written over a horizontal line.

HR Manager

A handwritten signature in blue ink, appearing to read 'K. Singh', written over a circular stamp. The stamp contains some illegible text and a signature.



## Offer letter

Dear Shakun Saraf

Following our recent discussions, we are delighted to offer you the position of Marketing Executive with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

The following points outline the band conditions we are proposing.

Title: Marketing Executive

Start date: Aug 18, 2020

Salary: 5 LPA

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

  
Bharat Chauhan

HR Head



412



Date: 25 July, 2020

Dear Sharbanee Mohanty  
Interior Designer  
Sinani  
Gurugram, Haryana, India

Subject: Offer of Employment at Impact Projects Pvt. Ltd.

Refer to your interview held in office on dated 20 August 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Sinani and will be reporting to Director - Finance and Account.

You are offered Rs 5 LPA, as an annual cost to company. You shall be eligible for performance appraisal after successful completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,

HR Manager



D.SHARMA & ASSOCIATES

Date: 21 June, 2020

### Offer Letter

Shaurya Dhawan  
D.SHARMA & ASSOCIATES,  
Gurgaon, Haryana

Dear Yogeeta Bhandari

We are pleased to offer you employment at D.SHARMA & ASSOCIATES, Gurgaon, Haryana. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is Junior Architect. Your starting date will be 7 Aug 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at D.SHARMA & ASSOCIATES,  
Gurgaon, Haryana

Sincerely,

HR Manager





Date : 19 January 2020

## Offer Letter

Dear Shivam Gambhir

Subsequent to your successful interview with our company, we are pleased to offer you the position of Full Stack Developer in our organization. We take pleasure to inform you that your CTC will be Rs. 8 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).  
You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.  
Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
Gaurav Singh



Head- Human Resource





## Offer Letter

Shivam Garg  
Junior Architect  
Studio Invoid  
Ghaziabad, Uttar Pradesh, India

Refer to your interview held in office on dated 21 June, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Junior Architect with our organization. You will be placed at our office based at Studio Invoid and will be reporting to Director –Finance and Account.

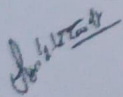
You are offered Rs 5LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

  
HR Manager



4/16

## Offer Letter

Shivam Malhotra  
Junior Architect  
Studio Invoid  
Ghaziabad, Uttar Pradesh, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of **Junior Architect** with our organization. You will be placed at our office based at **Studio Invoid** and will be reporting to Director -Finance and Account.

You are offered Rs 5LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/Driving license/ Voters ID card/ PAN Card/Aadhar Card).

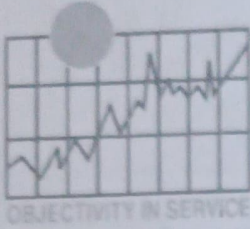
We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

  
HR Manager

4/7



Date: 01 June, 2020

## Offer Letter

Dear Shivam Sachdeva  
Marketing Executive  
Odisha Capital market and enterprises  
New Delhi, Delhi, India

Subject: Offer of Employment at Unitech Limited , New Delhi, Delhi, India

Refer to your interview held in office on dated 20 August 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Legal Executive with our organization. You will be placed at our office based at Unitech Limited New Delhi, Delhi, India . and will be reporting to Director – Finance and Account. You are offered Rs 6 LPA , as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/ Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,

*Sangeet Grewal*

HR Manager







419

Gurgaon, Haryana, India

Ref No 734/086

Date 27 November 2019

## Offer Letter

Dear, Shivam Verma

New Delhi, India

Congratulations! Our Company is Offering you the position of Android Developer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Megha Kumar

HR Head



## Offer Letter

Shivang Chauhan  
Junior Architect  
Studio Invoid  
Ghaziabad, Uttar Pradesh, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of **Junior Architect** with our organization. You will be placed at our office based at **Studio Invoid** and will be reporting to **Director -Finance and Account**.

Your are offered **Rs 5LPA** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

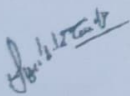
according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



HR Manager



# Space Design Associates

Plot No - 97, Maruti Aspire, Nandanwan Road, Nandanvan Colony, Nagpur - 440024 (Ganesh Nagar)

Date: 15 June, 2019

## Offer Letter

Dear Shivani Agrawal  
Architect  
Space Design Associates - India  
Srinagar Area, India  
01st July, 2020

We are delighted to officially appoint you to the position of Architect at Space Design Associates - India. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

### Appointment Details:

- Job Title: Architect
- Department: Architect
- Reporting to: Tarun Sharma
- Start Date: 01st July, 2020

Please report to the Space Design Associates, Srinagar Area, India on 01st July, 2020 at 6pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Regards



HR Manager



421

**hellmann**  
WORLDWIDE LOGISTICS

Date: 17<sup>th</sup> July, 2020

Dear Shivika  
Assistant Manager  
Hellmann  
Delhi, India

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of Assistant Manager

Your Date of Joining will be 17<sup>th</sup> August 2020.

Your Monthly take home salary will be Rs. 5.5LPA

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company policies.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

Passport size Photograph (5copies)

Copy of PAN card

Photo ID proof

Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]

Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)

Copy of Employment/Service Certificate from the previous employer

Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

We look forward to a long and fruitful association with you.

Hellmann, Delhi, India, Delhi, India

*Alka*

HR Director





A22

# Aselector Technologies

Ms. Shivin Kapoor  
Digital Marketing Executive  
Aselector Technologies  
Gurugram, Haryana, India

Subject: Offer of Appointment

Dear. Shivin Kapoor, It is our pleasure to welcome you to Aselector technologies .

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Digital Marketing Executive at Aselector Technologies with package of 5.0 LPA. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn

ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. Your scheduled date of employment with us will be

July 24, 2020.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually

Sincerely,



HR Manager





Date : 11 March 2020

### Joining Letter

Dear Shobhit Gahlawat

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization. your Salary would be Rs 7 Lakhs per annum for the post of Software Developer.

Further, we are pleased to offer the position of Software Developer with us on your mutually agreed employment Terms and condition. A annexure is attached herewith for your CTC structure and Salary break-up.

You will be eligible for the following benefits:

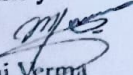
- Travel and conveyance reimbursement – As per the company policy
- Mobile reimbursement – As per the company policy
- Leave policy – As per the company policy

Please bring the original and photocopies of the below mentioned documents at the time of joining:

- 10th and 12th mark sheets, graduation degree or mark sheets
- Post graduation – degree or mark sheets
- Certifications if any
- PAN Card & Aadhar Card
- Driving license or passport
- Bank account proof, original cancelled cheque
- 3 passport sized photographs

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you on board and wish a long association with you and a successful career ahead.

  
Meenakshi Verma  
Head- Human Resource



4.1  
KREA WORLD  
New Delhi



Date: 25 July, 2020

Dear Shravit Sood  
**Visual Communication**  
KREA World  
New Delhi, Delhi, India

Ms. Shravit Sood

**Subject: Offer of Employment at KREA World New Delhi, Delhi, India**

We are pleased to extend to you the offer of employment for the position of **Visual Communication** New Gurugram, India, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a **Visual Communication** you will report directly to the Head of Department, Ms. Payal, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7 LPA, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Shravit Sood. Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager



# Space Design Associates

425

Plot No - 57, Maruti Aspire, Nandanwan Road, Nandanvan Colony, Nagpur - 440024 (Ganesh Nagar)

Date: 15 June, 2019

## Offer Letter

Dear Shrey Kapur  
Architect  
Space Design Associates - India  
Srinagar Area, India  
01st July, 2020

We are delighted to officially appoint you to the position of Architect at Space Design Associates - India. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

### Appointment Details:

- Job Title: Intern
- Department: Architect
- Reporting to: Tarun Sharma
- Start Date: 01st July, 2020

Please report to the Space Design Associates, Srinagar Area, India on 01st July, 2020 at 6pm. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Regards



HR Manager





# DESIGN PLUS STUDIO

426

Date: 01 July, 2020

## Offer Letter

Dear Shreya Khanna

Congratulations! **Design Plus Studio** is excited to call you our new **Co-Founder & Principal Architect**. We'll focus on wrapping up a few more formalities, including the successful completion of your [background check, drug screening, reference check, etc.], and aim to get you settled into your new role by 01 July, 2020.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

**Design Plus Studio** will start you out at **8,337.05USD** per annum.

As the Design Plus Studio, you'll report to Manager Yash at House No 3, 1st Floor A.N Path Opposite to A.N College, near Petrol Pump, Patna, Bihar 800013 from Your daily responsibilities will include [brief mention of job duties and responsibilities].

You'll be a regular employee of Design Plus Studio, and will be able to participate in benefits such as [medical insurance, 401(k), paid time off, etc.]. You'll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract.

As an at-will employee, both you and Design Plus Studio, are able to terminate

employment for any reason at any time.

**Design Plus Studio**, looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Best Regards

HR Manager



427



Collegedunia

19<sup>th</sup> July 2020.

Shreya Singla  
HR executive  
Collegedunia  
Gurgaon, Haryana

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of HR executive

Your Date of Joining will be 19<sup>th</sup> August 2020.  
Your Monthly take home salary will be Rs. 33,000/- per month  
You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.  
The company reserves the right to terminate you at any point without notice if found in violation of any of the company polices.  
Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.  
Passport size Photograph (5copies)  
Copy of PAN card  
Photo ID proof  
Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]  
Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)  
Copy of Employment/Service Certificate from the previous employer  
Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.  
We look forward to a long and fruitful association with you.

Head HR





# DESIGN PLUS STUDIO

428

## Offer Letter

Dear Shruti Sahariya

Congratulations! **Design Plus Studio** is excited to call you our new **Co-Founder & Principal Architect**.

We'll focus on wrapping up a few more formalities, including the successful completion of your [background check, drug screening, reference check, etc.], and aim to get you settled into your new role by 01 July, 2020.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

**Design Plus Studio** will start you out at **8,337.05USD** per annum.

As the Design Plus Studio, you'll report to Manager Yash at House No 3, 1st Floor A.N Path Opposite to A.N College, near Petrol Pump, Patna, Bihar 800013 from Your daily responsibilities will include [brief mention of job duties and responsibilities].

You'll be a regular employee of Design Plus Studio, and will be able to participate in benefits such as [medical insurance, 401(k), paid time off, etc.]. You'll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract.

As an at-will employee, both you and Design Plus Studio, are able to terminate

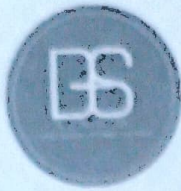
employment for any reason at any time.

**Design Plus Studio**, looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Best Regards,

HR Manager





# DESIGN PLUS STUDIO

429

## Offer Letter

Dear Shubham Sharma

Congratulations! **Design Plus Studio** is excited to call you our new **Co-Founder & Principal Architect**.

We'll focus on wrapping up a few more formalities, including the successful completion of your [background check, drug screening, reference check, etc.], and aim to get you settled into your new role by 01 July, 2020.

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

**Design Plus Studio** will start you out at **8,337.05USD** per annum.

As the Design Plus Studio, you'll report to Manager Yash at House No 3, 1st Floor A.N Path Opposite to A.N College, near Petrol Pump, Patna, Bihar 800013 from Your daily responsibilities will include [brief mention of job duties and responsibilities].

You'll be a regular employee of Design Plus Studio, and will be able to participate in benefits such as [medical insurance, 401(k), paid time off, etc.]. You'll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract.

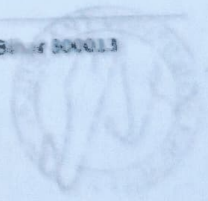
As an at-will employee, both you and Design Plus Studio, are able to terminate

employment for any reason at any time.

**Design Plus Studio**, looks forward to bringing you on board! If you have any questions, please feel free to reach out at any time and we'll be more than happy to help you.

Best Regards,

HR Manager







Gurgaon, Haryana, India

430

Date : 21 March 2020

## Offer Letter

Dear Shubham Sood

We are pleased to offer you the full-time position of Marine Radar System Engineer at WESTERN FREIGHT SHIPPING LLC. Mr. Umesh Sharma at organization will be your primary contact and manager on site.

It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to take full ownership over the product life cycle, understand customer needs through research and market data and own and shape the backlog, roadmap and vision of one cross-functional product team.

The starting annual salary for this position is 6.3 LPA to be paid on a semi-monthly basis.

Your employment with organization will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. As an employee of organization you are also eligible for our benefits program, which includes medical insurance, and up to two weeks vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Mr. Himadri Khan  
HR Head





# Shrivasta S & Co

100/4, 100/100

## Offer Letter

Dear Mr. Shelly Kumar,

Thank you,

for your interest,

in joining our firm, please,

100/4, 100/100

Office of Shrivasta S & Co

We are pleased to accept you for the Office of Shrivasta S & Co, 100/4, 100/100, 100/100, 100/100. At first, you will be working as a lawyer, and we will be providing you with all the facilities and amenities.

**Start Date:** Your start date will be 10/10/2024.

**Position:** As a lawyer, you will report directly to the Office of Shrivasta S & Co, 100/4, 100/100, 100/100, 100/100. You will be working on all matters, including all the matters in the office, and you will be responsible for all the matters in the office.

**Salary:** Your starting salary will be Rs. 10,00,000 per annum, including all the facilities and amenities.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 90 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company's 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by 10/10/2024. Also, please bring your employment package, please complete these and bring them on your first day.

Sincerely,  
Mr. Shelly Kumar  
HR Manager

W

432



Date: 18 July, 2020

Dear Siddharth Balhara  
Admin  
IBM  
Gurugram, Haryana, India

Dear Sahasrabdee Panigrahi

Sub: Letter of Appointment

Regarding your application for a job with admin at IBM Gurugram, Haryana, India, as well as the subsequent interviews you held with us. We are pleased to offer you a position as an admin in IBM Gurugram, Haryana, India

Appointment: Your appointment as finance and admin began on 20 August, 2020 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 4.8LPA.

Workplace: Your first assignment will be at the Organization's IBM Gurugram, Haryana, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the IBM Gurugram, Haryana, India family and wish you every success in your work with us.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. M. S.' or similar.

HR Manager



433  
Date: 20 July, 2020

## Offer Letter

Siddharth Verma  
Knox Interiors,  
Kottayam, Kerala, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of **Interior Designer** with our organization. You will be placed at our office based at **Knox Interiors**, and will be reporting to Director-Finance and Account.

You are offered **Rs 8LPA** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

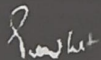
according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



Signature





435

434

# BSR & Co. LLP

Chartered Accountants

## Offer Letter

Dear Sidh Kapoor  
Account Manager  
BSR&Co.  
New Delhi, Delhi, India

Subject: Offer of Employment at BSR&Co. , New Delhi, Delhi, India

Refer to your interview held in office on dated 20 August 2020 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Account Manager with our organization. You will be placed at our office based at BSR&Co. , New Delhi, Delhi, India and will be reporting to Director – Finance and Account. You are offered Rs 5.7LPA , as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/Voters ID card/ PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,

*Sangeet Gantam*

HR Manager





Date: 20 July, 2020

## Offer Letter

Simran Arora  
Knox Interiors,  
Kottayam, Kerala, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of **Interior Designer** with our organization. You will be placed at our office based at **Knox Interiors**, and will be reporting to Director - Finance and Account.

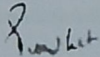
You are offered **Rs 8LPA** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards



Signature



Ref. No. Knox Interiors /2020/...24

## Offer Letter

Simran Raswant  
Knox Interiors,  
Kottayam, Kerala, India

Refer to your interview held in office on dated 21 August, 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Knox Interiors, and will be reporting to Director—Finance and Account. You are offered Rs 5LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.

2. Two Passports sized photographs.

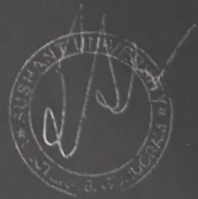
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards  
Yours Faithfully

  
HR Manager





437

# Tech Mech International Pvt Ltd

Meerut, Uttar Pradesh, India

Date: 1 June, 2020

## Offer Letter

Simran Saini  
Tech mech international pvt ltd  
Meerut, Uttar Pradesh, India

Dear Simran Saini

We are pleased to offer you the full-time student employment position of Junior Architect at Tech mech international pvt ltd with a start date of 20 June, 2024. You will be reporting directly to Manish Mishra at Meerut, Uttar Pradesh, India. We believe your skills and experience are an excellent match for our department.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The hourly rate for this position is to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Junior Architect will be on an at-will basis, which means you and the department are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a part-time student employee of Pepperdine, you are covered under Pepperdine's worker compensation insurance and are eligible to accrue sick time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Junior Architect





440

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TECHMECH

# Tech Mech International Pvt Ltd

Meerut, Uttar Pradesh, India

Date: 1 June, 2020

## Offer Letter

Simran Sehrawat  
Tech mech international pvt ltd  
Meerut, Uttar Pradesh, India

Dear Simran Sehrawat

We are pleased to offer you the full-time student employment position of Junior Architect at Tech mech international pvt ltd with a start date of 20 June, 2024. You will be reporting directly to Manish Mishra at Meerut, Uttar Pradesh, India. We believe your skills and experience are an excellent match for our department.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The hourly rate for this position is to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Junior Architect will be on an at-will basis, which means you and the department are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a part-time student employee of Pepperdine, you are covered under Pepperdine's worker compensation insurance and are eligible to accrue sick time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Junior Architect







TECHMECH

439

# Tech Mech International Pvt Ltd

Meerut, Uttar Pradesh, India

Date: 1 June, 2020

## Offer Letter

Siya Anand  
Tech mech international pvt ltd  
Meerut, Uttar Pradesh, India

Dear Siya Anand

We are pleased to offer you the full-time student employment position of Junior Architect at Tech mech international pvt ltd with a start date of 20 June, 2024. You will be reporting directly to Manish Mishra at Meerut, Uttar Pradesh, India. We believe your skills and experience are an excellent match for our department.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The hourly rate for this position is to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Junior Architect will be on an at-will basis, which means you and the department are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a part-time student employee of Pepperdine, you are covered under Pepperdine's worker compensation insurance and are eligible to accrue sick time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Junior Architect





SINGH & ASSOCIATES

Gurgaon, Haryana, India

Ref. No.23284

Date : 23 January 2020

## Offer Letter

Dear Smarth Sikka

We are pleased to offer you the full-time position of Jr. Associate at Singh & Associates with a start date of June 15th, 2020, contingent upon a background check. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 7,50,000/- per ann. to be paid.

Your employment with Company will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time

As an employee of Company you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Mr. Varsha Sharma  
HR Head





# TEERTHANKER MAHAVEER UNIVERSITY

Moradabad

441

Date: 2 July, 2020

## APPOINTMENT LETTER

**Smiti Agarwal**

**Assistant Professor**

**Teerthanker Mahaveer University, Moradabad**

**Subject: Offer of Appointment**

Dear, **Smiti Agarwal** It is our pleasure to welcome you to **Teerthanker Mahaveer University, Moradabad**. With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Assistant Professor** at **Teerthanker Mahaveer University, Moradabad** with package of **9.0 LPA**. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

A handwritten signature in black ink, appearing to be 'Smiti', is written over the printed name.

**HR Manager**







# TEERTHANKER MAHAVEER UNIVERSITY

Moradabad

442

Date: 2 July, 2020

## APPOINTMENT LETTER

**Smriti**

**Assistant Professor**

**Teerthanker Mahaveer University,**

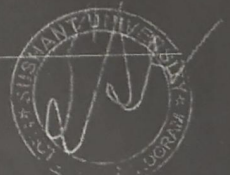
**Moradabad**

**Subject: Offer of Appointment**

Dear, **Smriti** It is our pleasure to welcome you to **Teerthanker Mahaveer University, Moradabad**. With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Assistant Professor** at **Teerthanker Mahaveer University, Moradabad** with package of **9.0 LPA**. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

**HR Manager**







# TEERTHANKER MAHAVEER UNIVERSITY

Moradabad

445

Date: 2 July, 2020

## APPOINTMENT LETTER

Sneha B Krishnan  
Assistant Professor  
Teerthanker Mahaveer University,  
Moradabad

Subject: Offer of Appointment

Dear, **Sneha B Krishnan** It is our pleasure to welcome you to **Teerthanker Mahaveer University, Moradabad**. With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Assistant Professor** at **Teerthanker Mahaveer University, Moradabad** with package of **9.0 LPA**. It is a time of transformation for us, under the direction of new leadership. In our new journey, learn ability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization. Your scheduled date of employment with us will be **July 24, 2014**. We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sneha B Krishnan'.

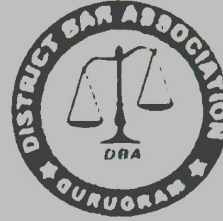
HR Manager



Delhi Road, Nh 24, Bagadpur, Uttar Pradesh 244001



444



Sonam Chauhan  
Sr. Layer  
District Bar Association,  
Gurugram Haryana

Subject: Offer of Employment at District Bar Association Gurugram

Start Date: Your start date will be 1 Aug 2020

Position: As a Sr. Layer you will report directly to the Head of Department, Mr. Malik and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 6LPA , before deductions and withholdings.

Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory. This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

Sincerely,

HR Manager





Lumenci  
Illuminating Innovation  
Gurugram, Haryana, India

Date: 20 July, 2020

## Offer Letter

Spandan Singh  
Product Designer  
Lumenci, Illuminating Innovation  
Gurugram, Haryana, India

Refer to your interview held in office on dated **21 June, 2020** for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Product Designer with our organization. You will be placed at our office based at Lumenci, Illuminating Innovation Gurugram, Haryana, India and will be reporting to Director –Finance and Account.

You are offered **Rs 5LPA** as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased.

according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN Card/ Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

HR Manager







446

## SkillingYou Making Bharat Skillful.

Among The Top 100 Promising Startups by Google Appscale  
& MeitY, Supported by AWS, AGORA & TIF.

Date: 10 June, 2020

## Offer Letter

Srishti Malhotra  
SkillingYou- Making India Skillful  
Architect

**Dear Srishti Malhotra,**

We are pleased to offer you the full-time position of Architect at SkillingYou- Making India Skillful with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at SkillingYou- Making India Skillful will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 1100000/- per anm. to be paid.

Your Employment with SkillingYou- Making India Skillful will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time

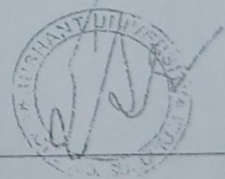
As an employee of SkillingYou- Making India Skillful you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

**HR Head**





# KUKA

Gurgaon, Haryana, India

447

Date : 23 February 2020

## OFFER LETTER

Dear Suraj Malik

We are pleased to extend to you the offer of employment for the position of Parts & Repairs Engineer at KUKA. Your skills and experience will be an ideal fit for our team and we look forward to welcome you.

Salary: Your starting salary will be 7 lakhs per annum, before deductions and with holdings.

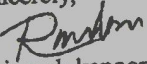
Benefits: You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

Probation Period: Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice.

We are excited about the possibility of you joining our team at Company. Should you have any questions about the offer or the next steps, please reach out to us.

Sincerely,

  
Rajneesh Kapoor  
HR Head





442  
**VVDN TECHNOLOGIES**  
**Gurugram, Haryana**

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Dear Suraj Pratap Singh

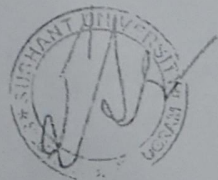
Subject: Offer Of Employment At Vvdn Technologies Gurugram, Haryana

Welcome to Institute of Management Technology, Ghaziabad  
Looking forward to have you in our team. We have pleasure to offer you at nstitute of Management Technology, Ghaziabad. Your date of appointment is effective from the date of joining, which shall be on or before 1 st JULY 2020 . You will be eligible for salary of Rupees Twenty Thousand Only (Rs. 30,000) per month and annual salary (Rs. 3,60,000).

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

HR Manager





## SkillingYou Making Bharat Skillful.

Among The Top 100 Promising Startups by Google AppScale  
& MeitY, Supported by AWS, AGORA & TIF.

449

Date: 10 June, 2020

### Offer Letter

Surbhi Garg  
SkillingYou- Making India Skillful  
Architect

**Dear Surbhi Garg,**

We are pleased to offer you the full-time position of SkillingYou- Making India Skillful with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at SkillingYou- Making India Skillful will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 1100000/- per ann. to be paid.

Your Employment with SkillingYou- Making India Skillful will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time

As an employee of SkillingYou- Making India Skillful you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

**HR Head**



SkillingYou 60-A, Khureji Khas, New Delhi, East Delhi, Delhi





Date: 15 June, 2020

## Offer Letter

Welcome to  
Sushant Kumar Shah  
Optometrist  
Yateem Group ,  
Dubai, United Arab Emirates

Looking forward to have you in our team. We have pleasure to offer you at Learn Beyond Vision .  
Your date of appointment is effective from the date of joining, which shall be on or before 1 st  
JULY 2018 . You will be eligible for salary of AED 5,000 per month and annual salary AED 60,000  
Please sign and return the copy of this offer letter as a token of your acceptance.

Please sign and return the copy of this offer letter as a token of your acceptance.

Sincerely,

HR Manager





451



**Fareportal**

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Date: 01 June, 2020

Dear Sushant Raghav  
Talent Acquisition  
Fareportal,  
Gurugram

Subject: Offer of Employment at Fareportal, Gurugram

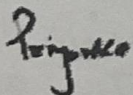
Congratulations! We are pleased to confirm that you have been selected to work for Territory Head We are delighted to make you the following job offer.

The position we are offering you is that of Forensic Associate at a monthly salary of 40,000/- with an annual cost .Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Territory Head
- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on [01-08-2020]. Please report to Mr. Desh Pal for documentation and orientation. If this date is not acceptable, please contact me immediately. We are confident you will be able to make a significant contribution to the success of our Square Yards, and look forward to working with you.

Sincerely,



Head HR



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Date: 18 July, 2020

Dear Swekrit Gandas  
Admin  
IBM  
Gurugram, Haryana, India

Dear Sahasrabdee Panigrahi

Sub: Letter of Appointment

Regarding your application for a job with admin at IBM Gurugram, Haryana, India, as well as the subsequent interviews you held with us. We are pleased to offer you a position as an admin in IBM Gurugram, Haryana, India

Appointment: Your appointment as finance and admin began on 20 August, 2020 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 40,000/-.

Workplace: Your first assignment will be at the Organization's IBM Gurugram, Haryana, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the IBM Gurugram, Haryana, India family and wish you every success in your work with us.

Sincerely,

HR Manager







## SkillingYou Making Bharat Skillful.

Among The Top 100 Promising Startups by Google Appscale  
& MeitY, Supported by AWS, AGORA & TIE.

Date: 10 June, 2020

### Offer Letter

Syed Ifrah  
SkillingYou- Making India Skillful  
Architect

Dear Syed Ifrah,

We are pleased to offer you the full-time position of SkillingYou- Making India Skillful with a start date of July 15th, 2020, contingent upon a background check. Mr. Mukesh Sharma at SkillingYou- Making India Skillful will be your primary contact and manager on site. It is in our opinion that your abilities will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPIs) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is 1100000/- per ann. to be paid.  
Your Employment with SkillingYou- Making India Skillful will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time

As an employee of SkillingYou- Making India Skillful you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks' vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2020.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

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HR Head



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# S&P Global

Noida, Uttar Pradesh, India

LSM

Ref. No. 65/3456

Date : 19 October 2022

## Offer Letter

Dear Tamanna Siddiqui

Subsequent to your successful interview with our company, we are pleased to offer you the position of Software Engineer in our organization. We take pleasure to inform you that your CTC will be Rs. 7 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).  
You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,

Preeti Singh

Head- Human Resource







Noida, Uttar Pradesh, India

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Date : 20 March 2020

## Offer Letter

Congratulations! Tanisha Sadana, I am pleased to inform you that we would like to make you an offer: of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Cyber Security Trainee. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of: Rs. 6.6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-ll basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than I month. We are excited to have you join our organization and we look Forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

HR Head





Noida, Uttar Pradesh, India

Date : 11 October 2019

## Letter of Intent

Congratulations! Tanu Sharma, I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Digital Marketing Executive. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of Rs. 8 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

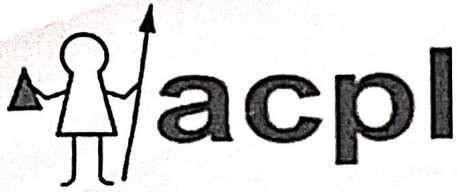
Regards,

A handwritten signature in cursive script that reads 'Mansi'.

Rajender Nandan  
HR Head



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Noida, sector- 16, Uttar Pradesh

Date : 20 November, 2019

Offer letter

Tanuj Kumar


Gurgaon, Haryana, India

Congratulations! Our Company is Offering you the position of Cyber Security Engineer.

You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance. Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,  
  
Mahesh Sharma  
HR Head







Noida, Uttar Pradesh, India

458

Date : 20 March 2020

## Offer Letter

Congratulations! Tanvi Garg , I am pleased to inform you that we would like to make you an offer: of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Cyber Security Trainee. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be lexpected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of: Rs. 6.6 lakhs per Annum. Your work will be in Office.

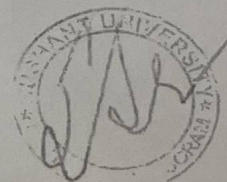
Your employment with Company will be on an at-ll basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than I month. We are excited to have you join our organization and we look Forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

A handwritten signature in black ink, appearing to read 'Kunal'.

HR Head





# VARITE

Experience | Expertise | Excellence

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27 February, 2020

Tanya Sharma  
C-6, I.D.P.L Apartments  
Sector 10-A  
Gurgaon- 122001

**Subject: Offer cum Appointment Letter**

Dear Tanya Sharma,

We are pleased to offer you a position of **Associate-Human Resources** with VARITE India Pvt.Ltd.

We are excited to welcome you at VARITE. Your **experience** and **expertise** will be a great asset to Team VARITE in delivering **excellence** to our Fortune 1000 clients. You will report directly to **Komal Katyal – Associate Manager- HR**. You are expected to join by **02 March, 2020 at 9:00 AM**. Should you accept this offer, your annual CTC will be **Rs. 300,029 (Three Lakh and Twenty Nine Rupee Only)** payable monthly and subject to normal withholdings for tax and other related purposes.

You will be on probation for the period of **6 months** and based on your performance it may be extended further by VARITE. Your employment will be made permanent on successful completion of the probation period and as per the conditions specified in the Employment Agreement.

This offer shall remain open until **29 February, 2020**.

Enclosed please find the following documents for your review and signatures:

1. Employment Agreement
2. Annexure – A & B to Employment Agreement

We look forward to working with you and providing you with a challenging and a rewarding career with VARITE.

You are welcome to contact the Operations Team at VARITE for any queries or assistance.

**Operations Team:**

Bengaluru: Pushpa V, Tel: +91-80 42771414 x 217, Email: Pushpa.v@VARITE.com

Gurugram: Komal Katyal, Tel: +91 - 8929376487, Email: Komal.katyal@VARITE.com

I would request you to e-sign to accept this offer.

Thanks and regards,

For VARITE INDIA PRIVATE LIMITED.

*Pratik Singh*  
Pratik Singh (Feb 27, 2020)

Pratik Singh

Manager Operations

Feb 27, 2020



**VARITE INDIA PRIVATE LIMITED**  
**CIN: U72200HR2005PTC35582**

Head Office / Registered Office : Plot #88, Sector 44, Gurugram, Haryana -122002, T : +91 124 4744000, F : +91 124 4744010  
Branch Office : Door No 21, 2nd Floor, 6th Cross Koramangala, Intermediate Ring Road, Srinivagilu, Bangalore-560047, T : + 91 80 42771414  
E: Opsindia@varite.com | www.varite.com



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## VARITE INDIA PRIVATE LIMITED – EMPLOYMENT AGREEMENT

This Employment Agreement (hereinafter "Agreement") is made effective as of 27 February, 2020 by and between VARITE INDIA PRIVATE LIMITED (hereinafter "VARITE") a Haryana company with its office at Plot #88, Ground Floor, Sector 44, Gurugram, Haryana 122002 and Tanya Sharma (hereinafter "Employee"), an Individual who resides at C-6, I.D.P.L Apartments, Sector 10-A, Gurgaon- 122001.

**RECITALS** VARITE is engaged in the business of providing computer consulting, training, software development and staffing services to businesses ("Client") in India. VARITE desires the services of Employee to assist in such operations and Employee is willing to be employed by VARITE. Accordingly, the parties agree as follows:

### 1. AGREEMENT TO SERVE

VARITE shall use the services of the Employee as a **Associate-Human Resources** to carry out the responsibilities of his position in a manner specified by VARITE. Employee shall also agree to perform such other duties as are customarily performed by an Employee in a similar position, and such other and unrelated services and duties as may be assigned to Employee from time to time by VARITE. The Employee understands and agrees to the nature of this project assignment with the details of which are provided in Annexure-A.

### 2. BEST EFFORTS OF EMPLOYEE

Employee agrees to perform faithfully, industriously, and to the best of his/her ability, experience and talents all the duties that may be required by an express and implicit terms of this Agreement to our satisfaction. During his/her services, his/her tenure of employment, he/she shall devote such time, interest, and effort to the performance of this Agreement as may be fairly and reasonably necessary. Employee shall not, without VARITE's prior written consent, render to other services of any kind for compensation, or engage in any other business activity that would materially interfere with the performance of Employee's duties or "produces a conflict of interest" under this agreement. Employee represents to VARITE that he/she has no other outstanding commitments inconsistent with any of the terms of this agreement or the services rendered under it.

### 3. DEPUTATION

Employee's place of work will be at our office mentioned in Annexure-"A". However, as per changing work requirements, the services are transferable. Employee may be assigned to any of tasks/responsibilities pertaining to any of our branch, subsidiaries or associated companies in any location within or outside of India.

### 4. COMPENSATION OF EMPLOYEE

As consideration for the services and covenants described in this Agreement, VARITE agrees to compensate Employee in the following manner:

#### 4.1 Salary/Wages

VARITE agrees to pay employee a CTC of Rs. 300,029 (Three Lakh and Twenty Nine Rupee Only) per year. Salary breakdown is defined in Annexure-"A".

#### 4.2 Tax Deductions

VARITE is required by central and state laws to make the applicable deductions from Employee compensation/payroll including but not limited to: i) Central Income Tax; ii) State Income Tax; iii) Professional Tax, iv) ESI, and v) Provident Fund, etc.

#### 4.3 Expenses

Employee shall not be reimbursed for any out-of-pocket expenses incurred by Employee in rendering the services, (including any travel expenses, or other third party costs incurred by the Employee in the course of performing the services), unless expressly set forth in the Annexure-"A" or approved in writing by VARITE.





#### **4.4 Total Compensation**

Employee agrees that the compensation stated above constitutes the full and exclusive monetary consideration and compensation for all services rendered under this Agreement and for all promises and obligations under this Agreement.

#### **5. EMPLOYEE BENEFITS**

Employee will be entitled to employment benefits offered by VARITE such as but not limited to vacation, holidays, leaves of absence, medical insurance, etc., if any, available to employees of the VARITE generally, in accordance with any policies, procedures, or benefit plans adopted by VARITE from time to time. Employee's rights or those of Employee's dependents under any such benefits policies or plans shall be governed solely by the terms of such policies, plans or the State and Central laws. VARITE reserves to itself, or its designated administration, exclusive authority and discretion to determine all issues of eligibility, interpretation and administration of each such benefit plan or policy. VARITE's employment benefits, and policies related thereto, are subject to termination, modification or limitation at VARITE's sole discretion.

##### **5.1 Leaves and Holidays**

Employee will be eligible for holidays, subject to holiday policy as published by VARITE and governed by the respective State. Employee will be eligible for leaves & other benefits as per company policies.

#### **6. COVENANT NOT TO COMPETE**

During the services term, Employee shall not, directly or indirectly, whether as partner, Employee, creditor, shareholder, or otherwise, promote, participate, or engage in any activity or other business competitive with VARITE's business. During the term of this agreement, any Work Order, and 1 year after termination of services, Employee agrees to not to take any action without VARITE's prior written consent to establish or become employed by its Client; or directly or indirectly provide similar services to the Client; and, in case, if he/she fails to do so, it shall give VARITE the right (in addition to all other remedies VARITE may have) to terminate/withhold any benefits or compensation to which Employee may be otherwise entitled following termination of this Agreement.

#### **7. DISCLOSURE OF CUSTOMER INFORMATION AND SOLICITATION OF OTHER EMPLOYEES PROHIBITED**

In course of employment, Employee will have access to confidential records and data pertaining to VARITE's Clients and to the relationship between these Clients and VARITE's other Employees. Such information is considered secret and is disclosed to Employee in confidence. During Employee's services by VARITE and for Five years after termination of that service, Employee shall not directly or indirectly disclose or use any such information except as required in the course of Employee's services with VARITE, and, for five years after termination of Employee's services, Employee shall not induce or attempt to induce any Employee/Consultant of VARITE to discontinue representing VARITE for the purpose of representing any competitor of VARITE.

#### **8. RESTRICTIONS ON USE OF TRADE SECRETS, PROPRIETARY INFORMATION AND RECORDS**

During the term of services under this agreement, Employee will have access to and become acquainted with various trade secrets and proprietary information consisting of inventions, products, product designs, price lists, costs of business, future business plans of VARITE, processes, technical data, customer lists, compilations of information, records and specifications all of which are used by VARITE or its Client(s) and regularly used in the operation of VARITE's and its Client(s) business. All files, records, documents, drawings, specifications, equipment and similar items relating to the business of VARITE or its Client(s), whether they are prepared by Employee or come into Employee's possession in any other way and whether or not they contain or constitute trade secrets owned by VARITE or its Client(s), are and shall remain the exclusive property of VARITE or its Client(s) and shall not be removed from the premises of VARITE or its Client(s) under any circumstances whatsoever without the prior written consent of VARITE or its Client(s). Employee promises and agrees that he shall not misuse, misappropriate, or disclose any of the trade secrets or proprietary



information described herein, directly or indirectly, or use them in any way, either during the term of this agreement or at any time thereafter, except as required in the course of Employee's services.

**"Proprietary Information"** means information (a) that is not known by actual or potential competitors of VARITE/its Client(s) or is generally unavailable to the public, (b) that has been created, discovered, developed, or otherwise become known to the VARITE/its Client(s) or in which the property rights have been assigned or otherwise conveyed to the VARITE/its Client(s), and (c) that has material economic value or potential material economic value to the VARITE's or its Client(s) present or future business. "Proprietary Information" shall also include trade secrets and all other discoveries, developments, designs, improvements, inventions, formulas, software programs, processes, techniques, know-how, data, research, technical data, customer and supplier lists, and any modification or enhancements of any of the foregoing, and all program, marketing, sales, or other financial or business information disclosed to Employee by VARITE/its Client(s), either directly or indirectly, in writing or orally or by drawings or observation, which has actual or potential economic value to VARITE/its Client(s).

#### **9. EMPLOYEE'S INABILITY TO CONTRACT FOR OR BIND VARITE**

Employee shall not have the right to make any contracts or commitments for or on behalf of VARITE without first obtaining the express written consent of VARITE.

#### **10. CLAIMS REGARDING MEDICAL TREATMENT**

The Employee understands and agrees that VARITE shall not be liable to pay to the Employee, any sum, except for as is expressly agreed to by the Company, in this Agreement. The Employee further understands and agrees that the VARITE shall not be responsible or liable to pay for any costs, expenses, claims, demands etc.; claimed or made by the Employee or any of his representatives/nominees, concerning or arising out of any medical treatment and/or medications for any illness/disease/injury suffered by the Employee during or after the tenure of his employment with VARITE.

#### **11. PROBATION, NOTICE PERIOD, AND TERMINATION**

Employee will be on probation for the period of 6 months and can be extended at VARITE's sole discretion based on your performance. VARITE will inform the extension of Probation Period to the Employee. During the probation period (original or extended) Employee can be terminated without assigning any reason or notice, or compensation or payment in lieu of notice. During the Probation Period, Employee must give 15 days of notice period while resigning from the employment.

After successful completion of Probation Period (original or extended) the employment of the Employee is automatically deemed confirmed and either party may terminate services under this Agreement by giving 30 days of notice or payment of Gross Salary in lieu thereof. However due to exigencies of business VARITE may at its sole discretion reject the adjustment/payment of salary or adjustments of leaves in lieu of notice and employee will be required to serve the entire notice period. Employee shall not be deemed to have been relieved of its services except upon issue of a letter by VARITE to that effect.

VARITE may terminate the services of Employee at any time-

a) For Cause:

- i. Employee's inability to perform his/her duties by reason of illness or disability for a continuous period of 30 days,
- ii. Breach of this Agreement,
- iii. Violation of any law,
- iv. Dishonesty,
- v. Insubordination,
- vi. Gross misconduct,
- vii. Aiding a competitor during the term of this Agreement, or
- viii. Unsatisfactory performance,





- ix. Uninformed Absenteeism
- b) Without Cause:

- i. Employment under this Agreement may be terminated by VARITE immediately, at any time, upon written notice to the Employee, for any reasons beyond VARITE's control (including but not limited to:
  - a. Cancellation of the project, by the Client,
  - b. VARITE may no longer require the services of the Employee for any reason.

If the Employee is terminated, then termination of Employee's services shall not be limitation of any other right or remedy VARITE may have under this Agreement or in law or equity.

If the Employee is terminated "For Cause" VARITE is not liable to give any notice or compensation or payment in lieu of notice to the Employee.

## 12. EMPLOYEE'S DUTIES ON TERMINATION

In the event of termination of services with VARITE, Employee agrees to deliver, within 2 business days, to VARITE all equipment, notebooks, documents, memorandums, reports, files, samples, books, correspondence, lists, or other written or graphic records, and the like, relating to VARITE's or its Client(s) business, and all copies of such materials which are or have been in Employee's possession or under Employee's control.

VARITE reserves the right to not relieve the Employee in the event a) that all Client/VARITE documents / property in Employee's custody have not been properly handed over to an authorized representative, or b) the Notice Period requirements are not met as per "Termination" clause.

### 12.1 ASSETS

VARITE/ its Client(s) may assign assets to the employee during the employment, including but not limited to Laptop computer, Mobile Phone, Badge, Data cards. Employee must use the assets sensibly and avoid any damage (Physical or Software). If the assets are damaged by the employee, VARITE reserves the right to recover the cost of repair or replacement, from employee's salary.

## 13. ADHERANCE TO EMPLOYEE POLICIES

Employee acknowledges receipt and understanding of VARITE's policies on, code of conduct, discrimination and sexual harassment. Employee agrees to abide by said policies in the manner and in the nature described in the policies.

## 14. NOTICES

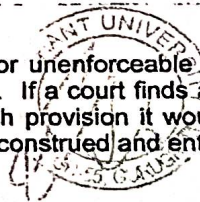
Any notice to be given to VARITE under the terms of this Agreement shall be addressed to VARITE at the address of its principal place of business. Any notice to be given to Employee shall be addressed to Employee at his/her home address last shown on the records of VARITE. Additionally, either party may designate in writing such other address for the receipt of notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person, sent via email/fax or deposited in the postal mail, postage prepaid.

## 15. SEVERABILITY

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

## 16. WAIVER

Either party's failure to enforce any provision or provisions of this Agreement shall not in any way be construed as a waiver of any such provision or provisions, or prevent that party thereafter from enforcing each and every other provision of this Agreement.





## 17. SUCCESSORS AND ASSIGNMENT

The rights and obligations of VARITE under this Agreement shall inure to the benefit of and shall be binding on the successors and assigns of VARITE, provided that Employee's duties and general location of services shall not be materially changed by any assignment of this Agreement.

## 18. ATTORNEY FEES

If any legal action arises under this Agreement or because of any asserted breach of it, the prevailing party shall be entitled to recover all costs and expenses, including reasonable attorney fees, incurred in enforcing or attempting to enforce any of the terms, covenants, or conditions including costs incurred prior to commencement of legal action, and all costs and expenses, including reasonable attorney fees, incurred in any appeal from an action brought to enforce any of the terms, covenants, or conditions.

## 19. EQUITABLE REMEDIES

Employee recognizes and acknowledges that irreparable injury will result to VARITE from his/her violation of any of the terms of this Agreement. Employee expressly agrees that VARITE shall be entitled, in addition to damages and any other remedies provided by law, to an injunction or other equitable remedy respecting such violation or continued violation.

## 20. TITLES AND HEADINGS

Titles and headings to Paragraphs in this Agreement are for the purpose of reference only and shall in no way limit, define, or otherwise affect the provisions of this Agreement.

## 21. GOVERNING LAW

The parties agree that it is their intention and covenant that this Agreement and performance under it, and all suits and special proceedings that may ensue from its breach, be construed in accordance with and under the laws of the State of Haryana, and that any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of Haryana shall apply and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

## 22. COMPLETE AGREEMENT

This Agreement constitutes the complete and final expression of the agreement of the parties and is intended as a complete and exclusive statement of the terms of their agreements, and supersedes all prior and contemporaneous offers, promises, representations, negotiations, discussions, communications, and agreements that may have been made in connection with the subject matter of this Agreement.

## 23. EMPLOYEE'S REPRESENTATIONS.

Employee represents and warrants that s/he is free to enter into this Agreement and to perform each of the terms and covenants of it. Employee represents and warrants that s/he is not restricted or prohibited, contractually or otherwise, from entering into and performing this Agreement, and that Employee's execution and performance of this agreement is not a violation or breach of any other agreement between Employee and any other person or entity.

By:

*Pratik Singh*  
Pratik Singh (Feb 27, 2020)

Pratik Singh

Manager Operations

Feb 27, 2020

VARITE INDIA PRIVATE LIMITED.

By:



EMPLOYEE



**ANNEXURE "A"**

**Employment Details**

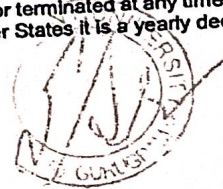
Employee Name	<b>Tanya Sharma</b>
Date of Joining	<b>02 March, 2020</b>
Division Name	<b>VARITE Gurugram</b>
Work Address/State	<b>Plot #88, Ground Floor, Sector 44, Gurugram-122002 Haryana</b>
Work Shift	<b>Day</b>
Provident Fund	<b>YES</b>

**Salary Structure**

<b>Salary Component</b>	<b>Annual (Rs.)</b>	<b>Monthly (Rs.)</b>
<b>CTC (Employee)</b>	<b>300,029</b>	<b>25,002</b>
PF (Employer Share)	21,600	1,800
ESI (Employer Share)	0	0
Labor Welfare Fund (Employer Share)	600	50
Gratuity	9,134	761
Medical Insurance	2,695	225
<b>Gross Salary</b>	<b>266,000</b>	<b>22,167</b>
Basic Salary	189,901	15,825
HRA	0	0
Leave Travel Allowance	0	0
Uniform Allowance	0	0
Onsite Allowance	76,099	6,342
<b>Standard Deductions</b>	<b>0</b>	<b>0</b>
Professional Tax	0	0
PF (Employee Share)	21,600	1,800
ESI (Employee Share)	0	0
Labor Welfare Fund (Employee Share)	300	25
<b>Take Home Salary (Before Income Taxes)</b>	<b>244,100</b>	<b>20,342</b>

**Notes or (\*)**

- Compensation of any type is subject to Income Tax deduction as per the income tax rules.
- The Medical Allowance, Leave Travel Allowance and Uniform Allowance can be exempted from Income Tax and can be claimed at the end of the year on producing the relevant bills.
- All Benefits offered by VARITE at VARITE's sole discretion may be changed or terminated at any time with or without notice.
- Labour Welfare Fund is a monthly deduction for State of Haryana, for all other States it is a yearly deduction.



## ANNEXURE "B"

### Checklist of Documents

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Please submit the following documents to complete the joining formalities

- a) Educational Certificates - as mentioned in resume
  - b) PAN Card copy
  - c) Aadhaar Card copy
  - d) Address proof (E.g.- DL, Voter ID, Passport)
  - e) Relieving / Experience Certificate from previous employer
  - f) Pay slip (Last 3 months)
  - g) Two passport size photos
  - h) Form 12B
  - i) Latest Bank Statement with Account Holder's Name, Account Number and IFSC Code
- 





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Date: 1 June, 2020

## Offer Letter

Tapesh Rao  
Back End Developer.  
VdoIT Technologies  
Address Sector 53 ,Gurgaon,  
Haryana, India

Sub: Offer Letter

Dear Tapesh Rao

It is our pleasure to give you the offer letter on behalf of company VdoIT Technologies and the job role would be Back End Developer.

Your monthly compensation is according to the salary your CTC would be 8,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-07-2020

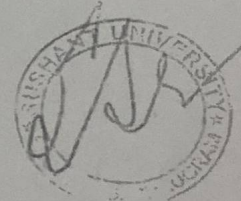
You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Wishing you all the best

A handwritten signature in black ink, appearing to read 'Adhish', is written over a faint circular stamp.

HR Manager





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Gurugram, Haryana, India

Date : 14 January, 2021

**Offer Letter**

Dear, Tarun arora  
New Delhi, India

Congratulations! Our Company is Offering you the position of Head of Sales.


You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Mahesh Verma  
HR Head







Noida, Uttar Pradesh, India

Date : 20 March 2020

## Offer Letter

Congratulations! Tejas Deep , I am pleased to inform you that we would like to make you an offer: of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Cyber Security Trainee. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be lextpected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of: Rs. 6.6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-ll basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than I month. We are excited to have you join our organization and we look Forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

HR Head



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# IMPACT PROJECTS PVT. LTD.

Amritsar, Punjab, India

Appointment Letter

Date: 25 July, 2020

Dear Tejaswini Rai  
Interior Designer  
Impact Projects Pvt. Ltd.  
Amritsar, Punjab, India

We are pleased to offer you the position of Interior Designer at Impact Projects Pvt. Ltd. Amritsar, Punjab, India. We believe your skills and experience will be an ideal fit for our team.

Position: Interior Designer

Start Date: 11 August, 2020

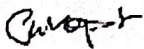
Salary: 7 lac per year, payable in accordance with the company's standard payroll schedule.

Benefits: You will be eligible for our standard benefits package, which includes [list of benefits, such as health insurance, retirement plans, etc.].

Reporting to Rahul Gautam & Your responsibilities will include [brief overview of job responsibilities]. A detailed job description is attached.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. We look forward to welcoming you to the team.

Sincerely,



HR Manager





# IMPACT PROJECTS PVT. LTD.

Amritsar, Punjab, India

Date: 25 July, 2020

Dear Trisha Yadav  
Interior Designer  
Impact Projects Pvt. Ltd.  
Amritsar, Punjab, India

Subject: Offer of Employment at Impact Projects Pvt. Ltd.

Refer to your interview held in office on dated 20 August 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Impact Projects Pvt. Ltd. and will be reporting to Director - Finance and Account.

You are offered Rs 7 LPA, as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates / mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/ PAN card/ Aadhar card).

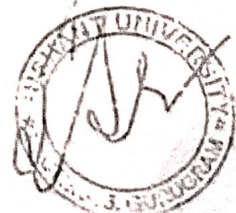
We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,



HR Manager



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# LIDO

20A Block, Sector 125, Noida, Uttar Pradesh 201301

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## Offer Letter

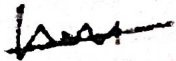
Date : 5 June, 2020

Tushar Mehta  
Software Engineer,  
Lido,  
20A Block, Sector 125,  
Noida, Uttar Pradesh 201301

With reference to your application and subsequent interview with us, we are pleased to offer you the position Software Engineer. In our company your beginning annual salary will be INR 6LPA you are required to join us on or before 5/8/2020 failing which the offer stands cancelled. A detailed letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Thanks & Regards,



Human Resources Manager







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TOWER-A, Paras Twin Towers, 2nd floor,  
Buncity, Sector 54, Gurugram, Haryana 122022

Date : 24 January, 2020

Offer letter

Dear Tushar Premi  
Gurgon, Haryana

We are pleased to extend an offer of employment to you for the position of Software Development Engineer at Dresma. We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

**Position Details**

Job Title: Software Development Engineer  
Start Date: 19 August 2020  
Employment Type: Full-time  
Work Schedule: Flexible  
Job: Remote

**Compensation and Benefits**

Annual Salary Package: ₹8,00,000.00

The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

**Acceptance**

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

Sincerely  
Disha Gupta  
Software Development Engineer





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Noida, Uttar Pradesh, India

Date : 26 February 2020

## Offer Letter

Congratulations! Uarvashi Pahilajani, I am pleased to inform you that we would like to make you an offer: of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Cyner Security Trainee. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit Company offers a benefits program that includes Health Insurance. You will be lexpected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of: Rs. 6.6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-ll basis, meaning that either party can terminate employment at any time with or without cause or notice.

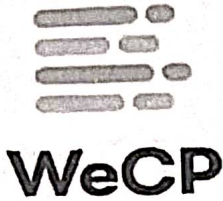
If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than I month. We are excited to have you join our organization and we look Forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

HR Head







468  
Noida, Uttar Pradesh, India

Date : 26 February 2020

## Offer Letter

Congratulations! Udit Raj, I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Cyber Security Trainee. You will report directly to manager. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance. You will be expected to work 6 days per week with your schedule being 9AM to 5PM. You will be paid at the rate of: Rs. 6.6 lakhs per Annum. Your work will be in Office.

Your employment with Company will be on an at-ll basis, meaning that either party can terminate employment at any time with or without cause or notice.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than 1 month. We are excited to have you join our organization and we look Forward to working with you. If you have any questions, don't hesitate to reach out to us. Welcome to the team!

Regards,

HR Head



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# IMPACT PROJECTS PVT. LTD.

Amritsar, Punjab, India

Date: 25 July, 2020

Dear Ujwal Ajmani  
Interior Designer  
Impact Projects Pvt. Ltd.  
Amritsar, Punjab, India

Subject: Offer of Employment at Impact Projects Pvt. Ltd.

Refer to your interview held in office on dated 20 August 2020 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Interior Designer with our organization. You will be placed at our office based at Impact Projects Pvt. Ltd. and will be reporting to Director – Finance and Account. You are offered Rs 7 LPA, as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

Position: Interior Designer

Start Date: 11 August, 2020

1. Certificates / mark sheets in support of your qualifications.

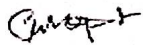
2. Two Passports sized photographs.

3. Identity and Address proof. (Passport/ Driving license/Voters ID card/PAN card/Aadhar card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.

Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Sincerely,



HR Manager



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## District Court

Date: 15 June, 2020

Mr. Umesh  
Practicing Lawyer  
Distric Court, Gurugram

Mr. Umesh

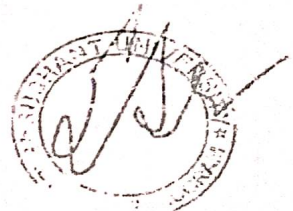
We are pleased to offer you employment at Distric Court, Gurugram. We feel that your skills and background will be valuable assets to our team. Per our discussion, the position is Practicing Lawyer Your starting date will be 01st July, 2020 . If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at Distric Court, Gurugram.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. D. New'.

Manager





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Emaar Digital Greens, 19th Floor, Tower-B,  
Golf Course Ext. Road, Sector 61,  
Gurugram – 122102, Haryana

Date: 1 Feb, 2020

## Offer Letter

Mr. Yash Kaushik

Rhenus Logistics India (P) Limited

Gurugram

Sub: Offer Letter

Dear Yash Kaushik

It is our pleasure to give you the offer letter on behalf of company Rhenus Logistics India (P) Limited and the job role Sales Associate.

Your monthly compensation is according to the salary your CTC would be 8,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

Please sign and return the duplicate copy of this job offer letter and you will be advised to join us on or before date 01-07-2020

You are also requested to Submit the below mentioned documents before joining. You can email us scan copy of these entire document and do not forget to carry the entire document in original at the date of joining for verification.

1. 2 passport size photograph
2. Qualification Certificate
3. copy of Identify Proof
4. copy of Social Security / Pan
5. Cancelled Bank cheque (name printed on it).

Wishing you all the best

A handwritten signature in black ink, appearing to read 'Eric'.

HR Manager







Noida, Uttar Pradesh, India

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## Offer Letter

Yash Poddar  
Capgemini  
Gurugram, Haryana, India

Refer to your interview held in office on dated 20 December, 2019 for the above subjected position. Further, the management has decided to make a job offer for employment with us for the position of Trainee Management with our organization. You will be placed at our office based at Sector-63, Noida-201301 (U.P.); INDIA and will be reporting to Manager.

Your are offered Rs 7 LPA as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased. according to your performance within this calendar year. You will get a detailed appointment letter after your joining with organization.

1. Certificates/mark sheets in support of your qualifications.
2. Two Passports sized photographs.
3. Identity and Address proof. (Passport/ Driving license/ Voters ID card/PAN Card/Aadhar Card).

We are happy to welcome you and congratulate you on your appointment and wish you a long and successful career with us.  
Please sign a copy of this Job offer letter or reply with consent on our official email as a token of acceptance and confirming your joining date.

Thanks and Regards

Yours Faithfully

HR Manager





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Date: 2 March, 2020

Dear Yashasvi Jain  
Architect,  
Studio Architecte  
Panchkula, Haryana, India

**Subject: Offer of Employment at Studio Architecte**

We are pleased to extend to you the offer of employment for the position of **Studio Architecte Panchkula, Haryana, India**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a Architect you will report directly to the Head of Department, Ms. Deepti, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Roopal Saxena Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager







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Date: 2 March, 2020

Dear Yashika Gupta  
Architect,  
Studio Architecte  
Panchkula, Haryana, India

**Subject: Offer of Employment at Studio Architecte**

We are pleased to extend to you the offer of employment for the position of **Studio Architecte Panchkula, Haryana, India**. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 20 August 2020

**Position:** As a Architect you will report directly to the Head of Department, Ms. Deepti, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 6 LPA, before deductions and withholdings.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at Dear Roopal Saxena Should you have any questions about the offer or the next steps Welcome .

Sincerely,

A handwritten signature in black ink, appearing to read "K. Saxena", is written over a horizontal line.

HR Manager





495



Date : 05 May, 2020

Yashika Sheokand

Sales Manager

Vilasa Luxury Living ,

Gurgaon, Haryana, India

Subject: Offer of Employment at Vilasa Luxury Living ,Gurgaon, Haryana, India

We are delighted to officially appoint you to the position of Sales Manager at Vilasa Luxury Living ,Gurgaon, Haryana, India . We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

- Job Title: Sales Manager
- Department: Marketing
- Reporting to: Mukta Shukla
- Start Date: 20 August, 2020
- Compensation: 3LPA

Vilasa Luxury Living ,Gurgaon, Haryana, India . on 20 August, 2020 This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager





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**D.SHARMA & ASSOCIATES**

Ref. No studioAIR/2020/



Date: 21 June, 2020

## Offer Letter

Yatin Gupta  
D.SHARMA & ASSOCIATES,  
Gurgaon, Haryana

Dear Yogeeta Bhandari

We are pleased to offer you employment at D.SHARMA & ASSOCIATES, Gurgaon, Haryana. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is Junior Architect. Your starting date will be 7 Aug 2020. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at D.SHARMA & ASSOCIATES,  
Gurgaon, Haryana

Sincerely,

HR Manager





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Vibe Indian Pvt Ltd  
Destination For Seekers

### Appointment Letter

Yatin Kumar Bhardwaj  
Date: 14 June, 2020  
Social Media Marketing Manager  
Vibe Indian  
New Delhi, Delhi, India

Greetings, Yatin Kumar Bhardwaj

It is my pleasure to confirm an appointment with our organisation as City Innovates (P) Limited, on behalf of Social Media Marketing Manager.

Your total CTC will be INR 7LPA payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: A six-month probation period will begin on the day of hire, which may be extended at the discretion of City Innovates (P) Limited.

Working Hours: The working hours will be 10:00 a.m. to 6:00 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Leaves: Each year, you will be entitled to 15 annual leaves and 12 casual leaves. All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

Location for Employment: Your initial place of employment will be. (Location name). However, depending on the company's needs, you may be transferred to any of the company's branches.

**Notice Period:** You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Sincerely,

HR Manager





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Gurugram, Haryana, India

Date : 26 January, 2019

Offer Letter

Dear, Yogansh Gupta  
New Delhi, India

Congratulations! Our Company is Offering you the position of Expa Web Developer.

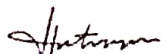
You will report directly to manager. Working hours are 9am -5pm, 6-days week. The basis salary for this position is Rs 5.8 Lakhs per Annum.

Payment is on a monthly basis. In addition, you will be eligible to receive bonus and additional benefit. Company offers a benefits program that includes Health Insurance.

Your employment with Company will be on an at-will basis, meaning that either party can terminate employment at any time with or without cause or notice.

This letter is not a contract and does not indicate the employment terms or duration of your work period. If you wish to accept this offer of employment, please confirm by signing and returning this letter within 1 month.

Sincerely,

  
Kirti Sharma  
HR Head





D.SHARMA & ASSOCIATES

499

Date: 21 June, 2020

## Offer Letter

Yogeeta Bhandari

D.SHARMA & ASSOCIATES, Gurgaon, Haryana

Dear Yogeeta Bhandari

Subject: Offer of Employment at **D.SHARMA & ASSOCIATES**

We are pleased to extend to you the offer of employment for the position of **Junior Architect** located at Noida, Uttar Pradesh, India On-site, AT. Your skills and experience will be an ideal fit for our team and we look forward to welcoming you aboard.

**Start Date:** Your start date will be 7 Aug 2020

**Position:** As a **Junior Architect** you will report directly to the Head of Department, Ms. Bindu, and your primary all duties, collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be **6 LPA**, before deductions and withholdings.

**Benefits:** You will also receive a comprehensive benefits package, including health, dental, and vision insurance, which will be available after 30 days of continuous employment. Additionally, you will be eligible for 20 days of paid time off per year and access to our company 401(k) plan after 90 days of employment.

**Probation Period:** Please note that your first 90 days of employment will be considered a probationary period. This period is to ensure that you and the company find the position and work environment satisfactory.

**At-Will Employment:** This offer does not constitute a contract of employment and either party may terminate the employment relationship at any time, with or without cause or notice. Please sign and date this letter as an acceptance of our offer and return it to us by Enclosed are the forms for your employment package. Please complete these and bring them on your first day.

We are excited about the possibility of you joining our team at **D.SHARMA & ASSOCIATES** Should you have any questions about the offer or the next steps Welcome.

Sincerely,

HR Manager



D.Sharma & Associates, Gurugram, Haryana, India







500

Sector 65, Noida, Uttar Pradesh, India

Ref. No.0955/576

Date : 19 October 2022

## Offer Letter

Yuvraj Sabharwal

Subsequent to your successful interview with our company, we are pleased to offer you the position of Senior Client Relationship Manager in our organization. We take pleasure to inform you that your CTC will be Rs. 7 Lakhs per annum.

Mobile, Internet, and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).  
You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us. Please note that this offer is conditional to completing third-party BGV (Background Verification), failing to cancel the offer.  
Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

Yours truly,  
Komal Verma  
Head- Human Resource

