



**5.2.1**

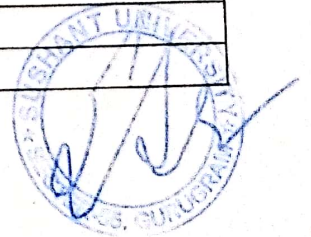
**OFFER LETTER FOR PLACEMENTS 2023-2024**

**(Appendix-II)**

2023-2024

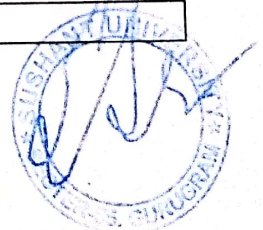


5.2.1 Percentage of placement of outgoing students during the last five years 2023- 2024			
5.2.2.1: Number of outgoing students placed year wise during the last five years			
S.No	Name of the outgoing students placed	Organization in which placed	Package committed per annum in INR
1	A AVINAASH	DENTSU CREATIVENEW DELHI, INDIAART DIRECTOR	5LPA
2	AADYA SAGAR	MANCHANDA ASSOCIATES	4LPA
3	AARSHDEEP KAUR	INTERIOR ARCHITECTURE INTERNCHROMED DESIGN	5LPA
4	AARUSHI JAGGI	SSWEVEN INDUSTRIES LIMITED	5LPA
5	AARYAMAN SINGH	THE BIM ENGINEERS	5LPA
6	AASHI MITTAL	FIVD, CHANDIGARH, INDIA	5LPA
7	AASTHA JAIN	AWIFS	5LPA
8	AAYUSHMAAN	INTERIOR DESIGNERBANI ARORA DESIGNS NEW DEL	5LPA
9	ABDULLA AHMAND	URI DESIGN STUDIO	4.6LPA
10	ABHINAV RAJ	SSWEVEN INDUSTRIES LIMITED	4LPA
11	ABHISHEK	TATA IMG	5 LPA
12	ABHISHEK POU DYAL	PAYATU	5 LPA
13	ABHISHEK RAI	DESIGN FORUM INTERNATIONAL	4.5 LPA
14	ABHISHEK RAJ VAISHNAV	PARAS BUILDTECH INDIA PRIVATE LIMITED	5LPA
15	ABHISHEK VERMA	PARAS BUILDTECH INDIA PRIVATE LIMITED	5LPA
16	ADITYA GOYAL	DESIGNS BY TAMANNA	4LPA
17	ADITYA KALRA	AXTRIA	3 LPA
18	ADITYA KAUSHAL	Eugia	2.2 LPA
19	ADITYA KUMAR	INTERIOR DESIGNERBANI ARORA DESIGNS NEW DEL	5LPA
20	ADITYA SINGHAL	STONEX	8LPA
21	ADITYA SINGH BADHWAR	CARGOFLASH	5 LPA
22	AJAY YADAV	MULTIHOMES REALTOR	3 LPA
23	AKSHAY M	PLANETSPARK	4.2 LPA
24	AKUL CHAUHAN	MUDS MANAGEMENT	5 LPA
25	AMAN	GEETANJALI REAL ESTATE	5 LPA
26	AMAN SHARMA	ARCHITECTURE DISCIPLINE	5LPA
27	AMISHA PRAKASH	SIMPLEPLAN MEDIA	7.2LPA
28	AMRIT	ACCOR PULLMAN	5 LPA
29	ANANAY GAMBHIR	VIACATION	5 LPA
30	ANGELA GARG	BIM DESIGNERBECHTEL CORPORATION GURUGRAM	5LPA
31	ANJALI PRIYA	ASSOCIATE- MARKETING AND COMMUNICATIONSBR	5LPA
32	ANJANA JAYAKUMAR	NMP DESIGN PRIVATE LIMITED,	5LPA
33	ANJORA KHATRI	DESIGNS BY TAMANNA	4LPA
34	ANKITA YADAV	BIRTA EYE CARE, EYE HOSPITAL	3 LPA
35	ANSHIKA BINDRA	CRYOVIVA	6 LPA
36	ANSHIKA GANGWAR	SIKKA ASSOCIATES ARCHITECTS	5LPA
37	ANSHIKA GROVER	CENTRE FOR SIGHT	4 LPA
38	ANSHIKA GUPTA	CARGOFLASH	5 LPA
39	ANSHIKA YADAV	STUDIO NEXT	5 LPA
40	ANSHU SHRIVASTAVA	BIT TECH E-COMMERCE PVT. LTD	6 LPA
41	ARCHITHA M RIYA	MMP DEGINE PVT. LTD	5LPA
42	ARIHANT NATH	PRODUCT DESIGNERZUWATAJAN 2024 - PRESENT	9.6LPA



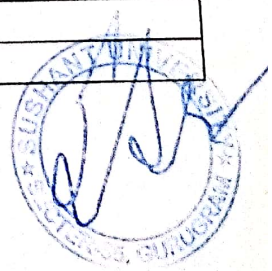


43	ARIJUN VERMA	DESIGN FORUM INTERNATIONAL	5 LPA
44	ARSHNOOR KAUR	ARCHITECTURE COLLECTIVE	6LPA
45	ARYAMAN SHARMA	POLYVALENT	3 LPA
46	ARYAN SHARMA	DESIGN FORUM INTERNATIONAL	4 LPA
47	ASHISH YADAV	MUDS MANAGEMENT	5 LPA
48	ASMI ARORA	SR INSTITUTE OF ADVANCED AYURVEDIC SCIENCES	6 LPA
49	ATIKA MEHROTRA	ATIKA MEHROTRA SENIOR GRAPHIC DESIGNER THE C	6LPA
50	BHAVAY ARORA	GETTANIALI REAL ESTATE	5 LPA
51	BHAVSIMRAN SINGH GUJRAL	CONFLUENT	5 LPA
52	BHAVYA JHANJI	SANDEEP JHANJI CONSTRUCTIONS	5LPA
53	BHAVYA MANCHANDA	GRAPHIC DESIGNER DESIGNANSWERS · FULL-TIME	4LPA
54	BHAVYA MARWAHA	MADHUKAR RAINBOW HOSPITAL, DELHI	3 LPA
55	BIANCA KARBAK	CP KUKREJA ARCHITECTS	5LPA
56	CHAHAT RANA	FORTIS	4 LPA
57	CHINTAN AGGARWAL	ASTRO ARCHINEERS	6LPA
58	DARSHIKA KHANDLWAL	DELOITTE	5 LPA
59	DEEPAK SINGH	TATA IMG	5 LPA
60	DEEPAK AMBAWAT	MULTIHOMES REALTOR	2.2 LPA
61	DEEPANSHI JHAMB	ICICI	4 LPA
62	DEEPASHA	3D CORDINATOR CASA EXOTIQUE GURUGRAM, HAR	6LPA
63	DENNIES DAISE THOMAS	AKHIL ARCHITECTURE STUDIO	5LPA
64	DEV JAIN	TENON GROUP	5 LPA
65	DEVENDER KUMAR SHARMA	ARCHITECTURE DISCIPLINE	5LPA
66	DHRUV GUPTA	DESIGNS BY TAMANNA	4LPA
67	DHRUV SHARMA	ICICI	4 LPA
68	DIKSHAANT CHAUHAN	DELOITTE	4 LPA
69	DIVYA SINGH	TEXTILE DESIGNER NAHAR INDUSTRIAL ENTERPRISES	5LPA
70	DIVYANSH KHANDLWAL	JAGJIT ENTERPRISE	4 LPA
71	DIYA SHARMA	POLYVALENT	3.8 LPA
72	DRISHTI GARG	TEXTILE DESIGNER NAHAR INDUSTRIAL ENTERPRISES	5LPA
73	ESHITA JAISWAL	ARUN S GHOSH ASSCIATES	3 LPA
74	FARHA SIDDIQUI	INTERIOR DESIGNER REPUBLIC WORLD · FULL-TIME	7LPA
75	GARIMA SARWAN	THE BIM ENGINEERS,	4LPA
76	GARVIT SHARMA	PITARA EVENTS AND SET DESIGNERS	6LPA
77	GAURAV	ICICI	5 LPA
78	GAURAV ANAND	MYMONEY MANTRA	4 LPA
79	GAURAV KUMAR	MIRTH MEDIA GROUP	2 LPA
80	GAURI GAUTAM	AWFIS SPACE SOLUTIONS LIMITED	5LPA
81	GAUTAM TYAGI	ACCENTURE	4 LPA
82	GUNEET KAHLON	PITARA EVENTS AND SET DESIGNERS	6LPA
83	GURMAN SINGH BINDRA	MRS GROUP	5 LPA
84	GURU CHANDRA MAULI	ARCHITECT SURI AND ASSOCIATES	4LPA
85	HAPPY GOYAL	TECHPLEMENT	6.5 LPA
86	HARDIK MATHURIA	CARGOFLASH	5 LPA
87	HARISHANKAR TIWARI	SR INSTITUTE OF ADVANCED AYURVEDIC SCIENCES	6 LPA

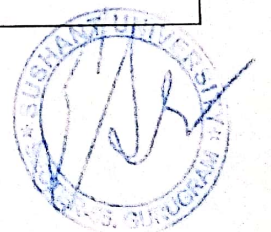




88	HARJOT SINGH AHLUWALIA	VIACATION	5 LPA
89	HARPREET SINGH	INTERIOR ARCHITECTURE CHROMED DESIGN STUDIO	5LPA
90	HARSH KUKREJA	AVG ARCHITECTURE EN INTERIORS	5LPA
91	HARSH SEHRAWAT	GEETANJALI REAL ESTATE	5 LPA
92	HARSH KUMAR	POLYVALENT	3 LPA
93	HARSHIT SHARMA	3D CORDINATOR CASA EXOTIQUE GURUGRAM, HAR	6LPA
94	HARSHITA BIST	SIYA CONSULTING GROUP (SCG)	6 LPA
95	HARSHITA SHARMA	DILIGENT GLOBAL	5.2 LPA
96	HIMANI GAUTAM	MMP DEGINE PVT. LTD	5LPA
97	HIMANSHU SEHRAWAT	TENON GROUP	4 LPA
98	HRITIK SHARMA	STUDIO JN	4 LPA
99	IPSHITA DAS	ASTRO ARCHINEERS	6LPA
100	ISHA	CARGOFLASH	5 LPA
101	ISHA GOEL	PITARA EVENTS AND SET DESIGNERS	6LPA
102	ISHAN	STUDIO NEXT	5 LPA
103	ISHIKA AGARWAL	AWFIS SPACE SOLUTIONS LIMITEDJUNIOR INTERIOR	5LPA
104	ISHIKA GUPTA	UX/UI DESIGN & GRAPHIC DESIGN INTERNKAMAKHY	6LPA
105	ISHITA GOYAL	INTERIOR DESIGNERCP KUKREJA ARCHITECTS · FULL	5LPA
106	JAISAL YADAV	STUDIO SYMBIOSIS	4 LPA
107	JAISHNAV AHUJA	THE BIM ENGINEERS	5LPA
108	JAYANT NAGAR	DESIGNS BY TAMANNA	4LPA
109	JOASH CHETTRI	DESIGN FORUM INTERNATIONAL	4 LPA
110	KARAN SINGH YADAV	DESIGN FORUM INTERNATIONAL	4.5 LPA
111	KARTHIKEYAN S	MYMONEY MANTRA	3 LPA
112	KARTIK CHATURVEDI	RSP DEVELOPERS	3.9LPA
113	KARTIK SAINI	STUDIO CONCOCTION	4 LPA
114	KHUSHBOO DAHIYA	DHARMA DIGITAL	5 LPA
115	KHUSHEE CHOPRA	SANHIT AUTOMATION TECHNOLOGIES	4 LPA
116	KHUSHI PHAWA	WIPRO	5 LPA
117	KHUSHI KALONIYA	STUDIO SYMBIOSIS	5 LPA
118	KHUSHI TANWAR	SIKKA ASSOCIATES ARCHITECTS	4 LPA
119	KRITI SHARMA	ARCHITECTURE COLLECTIVE	7LPA
120	KRITI KAPUR	UX/UI DESIGN & GRAPHIC DESIGN INTERNKAMAKHY	6LPA
121	KRITIKA SABOO	STONEX	8LPA
122	KSHEETIJA DAS	NELSON WORLDWIDE	4.5LPA
123	KSHITIZ SHARMA	MYMONEY MANTRA	5 LPA
124	KULDEEP SINGH	MIRTH MEDIA GROUP	3 LPA
125	LAKSHAY RANA	ROSEATE HOUSE ,NEW DELHI	6 LPA
126	LALIT RAJ	ARCHITECTURE COLLECTIVE	7LPA
127	LAVANYA YADAV	RSP DEVELOPERS ,	4.8LPA
128	LISUKA H AYEMI	GEETANJALI REAL ESTATE	5 LPA
129	LOKENDER SINGH	KOTAK MAHINDRA BANK	5 LPA
130	LUCKY KUMAR	TATA 1MG	5 LPA
131	MALLIKA RAO	ASSOCIATE- MARKETING AND COMMUNICATIONSBR	6LPA
132	MANAV SINGH	BYJUS	4 LPA

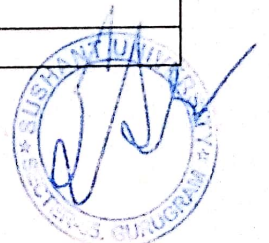


133	MANISH SINGH	TATA IMG	5 LPA
134	MANSI	INTERIOR DESIGNERCP KUKREJA ARCHITECTS - FULL	5LPA
135	MANSI GUPTA	DR. SHROFF'S EYE CENTER DELHI	3 LPA
136	MAYANK TIWARI	BIT TECH E-COMMERCE PVT. LTD	5 LPA
137	MAYANK GUPTA	WIPRO	5 LPA
138	MAYUR KATARIA	CELEBI AIRPORT	6 LPA
139	MEHAK ARORA	THE MELANGE STUDIO,	4.5LPA
140	MESHARAM VIPIN DILIP	PRODUCERREPUBLIC WORLD - FULL-TIMEJAN 2024	7LPA
141	MIDHUNRAJ.C.T	SIKKA ASSOCIATES ARCHITECTS	5LPA
142	MITHUN CHERIAN	WIPRO	5 LPA
143	MOHD RAHIL KHAN	ARCHITECT SURI AND ASSOCIATES	4LPA
144	MOHIT SHARMA	TATA IMG	5 LPA
145	MOHIT TIWARI	SR INSTITUTE OF ADVANCED AYURVEDIC SCIENCES	6 LPA
146	MOKSH DUHAN	POLYVALENT	4 LPA
147	MUKUL YADAV	KOTAK MAHINDRA BANK	4.5 LPA
148	MUKUL YADAV	SIKKA ASSOCIATES ARCHITECTS	3 LPA
149	NABHANYA ANAND	DESIGNERTATA IMG - FULL-TIMEJUL 2024 - PRESENT	5LPA
150	NAMAN OHRI	DOUBLE TREE BY HILTON	5 LPA
151	NAYSHA KUMAR	STUDIO ARUNISHAGURUGRAM, HARYANA, INDIAGR	3.8LPA
152	NEERAJ SINGH RAMOLA	GEETANJALI GROUP	5 LPA
153	NIKHIL DHINGRA	DELOITTE	5 LPA
154	Nikhil Rana	Livspace	5 LPA
155	NIKITA SWAIN	CRYOVIVA	5 LPA
156	NISHA MALIK	BIM DESIGNERBECHTEL CORPORATION GURUGRAM	5LPA
157	NITESH	STUDIO CONCOCTION	5.2 LPA
158	NITISH RANA	UX/UI DESIGN & GRAPHIC DESIGN INTERNKAMAKHY	6LPA
159	OJAS TULI	STUDIO CONCOCTION	4 LPA
160	OORJA GANGA SINGH	ZSCALER	26.5 LPA
161	PAKHI SHRIVASTAVA	PARAS BUILDTECH INDIA PRIVATE LIMITED	5LPA
162	PALAK SHARMA	PARAS BUILDTECH INDIA PRIVATE LIMITED	5 LPA
163	PARAG JAIN	ARUN S GHOSH ASSCIATES	3 LPA
164	PARAS CHAUDHARY	BIT TECH E-COMMERCE PVT. LTD	6 LPA
165	PARTH SHARMA	CRYOVIVA	5 LPA
166	PARUL VERMA	ASSISTANT FASHION DESIGNERNEWTIMES GROUP O	6LPA
167	POORVA SINGH	SYNERGY CONSULTANT PVT LTD	5LPA
168	PRACHI SHARMA	GEETANJALI GROUP	5.5 LPA
169	PRAGUN GUPTA	PAYATU	6 LPA
170	PRAKHAR GUPTA	NMP DESIGN PRIVATE LIMITED	4 LPA
171	PRAPTI SYAL	OBEROI,GURUGRAM	5 LPA
172	PRARTHNA GUPTA	DESIGN CELL	6LPA
173	PRATISTHA SARSWAT	SIYA CONSULTING GROUP (SCG)	6 LPA
174	PRERIT BANSAL	ICA	5LPA
175	PRINCE DUSAD	STUDIO SYMBIOSIS	6 LPA
176	PRIYAL CHANNA	PAV DESIGN LAB	5LPA
177	PRIYANKA SHARMA	GEETANJALI GROUP	5.0 LPA



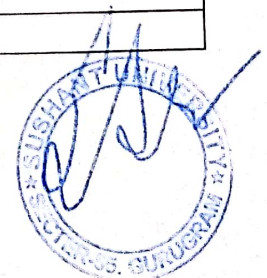


178	PUNYA AHUJA	AWFIS SPACE SOLUTIONS LIMITED DELHI, INDIA	5 LPA
179	PUSHPHAS JALAN	SSWEVEN INDUSTRIES LIMITED	6.6 LPA
180	RACHNA K S	NMP DESIGN PRIVATE LIMITED	4 LPA
181	RAHUL	PAYATU	6 LPA
182	RAHUL BANSAL	SIYA CONSULTING GROUP (SCG)	8 Lpa
183	RAHUL YADAV	STUDIO JN	5 LPA
184	RAJRITA SANTRA	URI DESIGN STUDIO	4.6 LPA
185	RAKSHITA SINGH	STONEX	5 LPA
186	RASHI CHAWLA	SP+A ( SAMEEP PADORA & ASSOCIATES )	5.4 LPA
187	RASKA SARKAR	PGA ARCHITECT & DESIGN ASSOCIATES	6 LPA
188	RAVTEJ OBEROI	Stonex	5 LPA
189	RIPUN BHARDWAJ	VIACATION	4 LPA
190	RISHAV NAYAK	MYMONEY MANTRA	3 LPA
191	RITESH PRATAP SINGH	wipro	5 LPA
192	RITIK TANEJA	STONEX	8 LPA
193	RIYA JINDAL	INTERIOR DESIGNER CP KUKREJA ARCHITECTS - FULL	5 LPA
194	RIYA KUSH	CRYOVIVA	6 LPA
195	ROHAN GUPTA	CP KUKREJA ARCHITECTS	6 LPA
196	ROHAN YADAV	BYJUS	4 LPA
197	ROHAN KATARIA	SIKKA ASSOCIATES ARCHITECTS	4 LPA
198	ROHIT KUMAR	TATA 1MG	5 LPA
199	ROHIT DAHIYA	DESIGN FORUM INTERNATIONAL	4 LPA
200	RUBY SINGH	DOUBLE TREE BY HILTON	5 LPA
201	RUCHI SINGH	XANE.AI	5 LPA
202	S V TANVI	TECHPLEMENT	6.5 LPA
203	SABANA NAZ	FORTIS	4 LPA
204	SABHYATA JAIN	PRODUCT DEVELOPMENT INTERNAHUJAS WEB PRIV	6 LPA
205	SAGAR KHATANA	TATA 1MG	5 LPA
206	SAHIL	Geetanjali	5 lpa
207	SAHIL CHAHAL	CENTRE FOR SIGHT	4 LPA
208	SAKSHI JAIN	INTERIOR DESIGN INTERNAWFIS SPACE SOLUTIONS	5 LPA
209	SAMIKSHA GOGOI	ASTRO ARCHINEERS	5 LPA
210	SANAA KUMAR	MEDANTA HOSPITAL (GURGAON)	4 LPA
211	SANAT SUBHANGAM	PITARA EVENTS AND SET DESIGNERS	6 LPA
212	SANAYA SINGH	SANDEEP JHANJI CONSTRUCTIONS	5 LPA
213	SANDEEP GOEL	VIACATION	4 LPA
214	SANYA GOEL	ARCHITECTURE COLLECTIVE	6 LPA
215	SANYA SEHWAG	ATIKA MEHROTRA SENIOR GRAPHIC DESIGNER THE C	4 LPA
216	SAPNA THAPA	EAZYDINER	10 LPA
217	SASIN KUMAR	TATA 1MG	5 LPA
218	SEJAL BANSAL	SSWEVEN INDUSTRIES LIMITED	4 LPA
219	SEJAL SETHI	THE BIM ENGINEERS,	5 LPA
220	SHASHANK KUMAR	PLANETSPARK	3 LPA
221	SHEIKH NIZAMUDDIN	ACCENTURE	5 LPA
222	SHIVAM MISHRA	XANE.AI	5 LPA





223	SHIVAM BHARDWAJ	SANHIT AUTOMATION TECHNOLOGIES	4 LPA
224	SHIVANGI	CP KUKREJA ARCHITECTS	6LPA
225	SHIVANI BHATI	MEDANTA HOSPITAL (GURGAON)	4 LPA
226	SHIVANI BOUDEL	JAGJIT ENTERPRISE	5 LPA
227	SHRAY SALWAN	BIT TECH E-COMMERCE PVT. LTD	6 LPA
228	SHRESTH SHARMA	MIRTH MEDIA GROUP	3 LPA
229	SHRINSH DAYMA	URI DESIGN STUDIO,	4.6LPA
230	SHRIRAJ JAVIA	TOTAL SYNERGY CONSULTING PRIVATE LIMITED	8 LPA
231	SHRUTI BANSAL	ARCHITECTURE COLLECTIVE	6LPA
232	SIMRAN JAIN	JAGJIT ENTERPRISE	4 LPA
233	SIMRAN VANI	CONFLUENT	4 LPA
234	SIMRANJEET SINGH	MORPHOGENESIS	7LPA
235	SNEHA SHARMA	AWFIS SPACE SOLUTIONS LIMITED DELHI, INDIA	5LPA
236	SOLAI SURYA S	URI DESIGN STUDIO	4.6LPA
237	SOMYA GUPTA	ASTRO ARCHINEERS	6LPA
238	SOUMYA SAXENA	AWFIS SPACE SOLUTIONS LIMITED DELHI, INDIA	5LPA
239	SOURAV YADAV	HDFC BANK	4.5 LPA
240	SOUVIK PRAMANIK	CP KUKREJA ARCHITECTS	5LPA
241	SPARDHA MEHTA	AWFIS SPACE SOLUTIONS LIMITED	7 LPA
242	SRISHTI SAVANT	PITARA EVENTS AND SET DESIGNERS	6LPA
243	STUTI AGRAWAL	THE MELANGE STUDIO	4.5LPA
244	SUDARSHAN GUPTA	SR. INTERIOR DESIGNER BANI ARORA DESIGNS NEW	6LPA
245	SUHAIL	BYJUS	4 LPA
246	SUHANI GUPTA	DESIGNERTATA IMG · FULL-TIME JUL 2024 - PRESENT	5LPA
247	SUKRITI NAUTIYAL	SIMPLEPLAN MEDIA	7.2LPA
248	SUMIT KUMAR	MUDS MANAGEMENT	5 LPA
249	TANMAY GOYAL	NMP DESIGN PRIVATE LIMITED,	4 LPA
250	TANU AGARWAL	STUDIO NEXT	5 LPA
251	TANUJ MAKKAR	GEETANJALI REAL ESTATE	5 LPA
252	TANYA YADAV	KOTAK MAHINDRA BANK	4.5 LPA
253	TARUN KUMAR SHARMA	BRIZER PAINT	8 LPA
254	TEHSEEM	TECHPLEMENT	6.5 LPA
255	TUSHAR BHATI	BIRTA EYE CARE, EYE HOSPITAL	3 LPA
256	TUSHAR YADAV	GRAPHIC DESIGNER REPUBLIC WORLD · FULL-TIME	7LPA
257	UMESH	TATA IMG	5 LPA
258	VARUN SINGHAL	THE BIM ENGINEERS	4LPA
259	VEDAANSH MAHAN CAIRAE	DENTSU CREATIVENEW DELHI, INDIA ART DIRECTOR	6.5LPA
260	VIHAAN NANDA	RSP DEVELOPERS ,	4.2LPA
261	VIKRAMJEET SINGH	MIRTH MEDIA GROUP	1.8 LPA
262	VINOD KUMAR	MULTIHOMES REALTOR	3 LPA
263	VIPUL DUBEY	TOTAL SYNERGY CONSULTING PRIVATE LIMITED	8LPA
264	VISHAKHA VINAYAK CHAVAN	MADHUKAR RAINBOW HOSPITAL, DELHI	3 LPA
265	VISHAL JAYARAM	SANHIT AUTOMATION TECHNOLOGIES	4 LPA
266	VISHAL PAL	WIPRO	5 LPA
267	VISHNU. N	ARUN S GHOSH ASSCIATES	3 LPA



268	VISHVA NISHI	PLANETSPARK	4 LPA
269	VIVEK BHARWAL	STUDIO JN	4 LPA
270	VIVEK SINGH	KOTAK MAHINDRA BANK	4 LPA
271	VASH BEHL	ACCENTURE	4 LPA
272	VASHASWANI SHARMA	NANE AI	5 LPA
273	VATRA KAPOOR	AWFIS SPACE SOLUTIONS LIMITED	10 LPA
274	YOGRAJ KHATANA	HDFC BANK	4.5 LPA
275	YUKTI SINGH	KAILASH EYE CARE DELHI	4 LPA
276	YUVRAJ ANHAAN BISHT	GLOBAL CLEARING & SHIPPING SERVICES	5 LPA
277	YUVRAJ SINGH CHAUHAN	WIPRO	5 LPA
278	ZANWAR BANGNATH YATIRAJI	FIVD, CHANDIGARH, INDIA	5 LPA
279	ZOSANGVUNGA	CP KUKREJA ARCHITECTS	5 LPA





Date 30 June, 2024

## Offer Letter

A Avinaash  
Product Artist  
Dentsu Creative,  
New Delhi, India

A Avinaash

Subsequent to your successful interview with Dentsu Creative, New Delhi, India we are pleased to offer you the position as Product Artist in Dentsu Creative, An Dentsu Creative, New Delhi, India. We take pleasure to inform you that your 5LPA (Performance Based).

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. You are requested to join us on or before 5 August, 2024, failing which this employment offer will stand rescinded.

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.





2

**MANCHANDA  
ASSOCIATES**

ARCHITECTURE • INTERIORS • FURNITURE • LUMINOUS DESIGN

Date: 16 July, 2024

Aadya Sagar

Architects

Manchanda Associates

B-83, Block B, Shivalik Colony, Malviya Nagar,

New Delhi, Delhi 110017

Greetings Aadya Sagar

Sub: Letter of Appointment.

Regarding your application for a job with Manchanda Associates, New Delhi, Delhi. as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Architects in Grade G7 with our company. Your appointment as Accounts Executive began on 20 August, 2024, and you will be on probation for six (6) months following your appointment.

*Remuneration:* Your monthly remuneration is Rs 4LPA/-.

*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 Manchanda Associates, New Delhi, Delhi. family and wish you every success in your work with us.

Sincerely,



Himashu

HR Director

B-83, Block B, Shivalik Colony, Malviya Nagar,  
New Delhi, Delhi 110017



B-10, Chirag Enclave, Greater Kailash,  
New Delhi, Delhi 110048

**Letter Head**

Dated 10 April, 2024

Aarshdeep Kaur  
Interior Architecture  
Chromed Design Studio  
New Delhi, India

**Subject: Job Offer for the post**

Refer to your interview held in office on dated 20 August, 2024 or the above subjected position Interior Architecture . Further, the management has decided to make a job offer for employment with us for the position of Interior Architecture with our organization. You will be placed at our office based at Chromed Design Studio, New Delhi, India .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. Salary: 5LPA

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

*Gurpreet Mittal*

'HR Director



4



Dear Aarushi Jaggi  
Junior Architect  
Ssweven Industries Limited  
Noida, Uttar Pradesh, India

**Sub: Letter of Appointment**

Regarding your application for a job with Junior Architect at Ssweven Industries Limited as the subsequent interviews you held with us. We are pleased to offer you a position as an Junior Architect at Ssweven Industries Limited, Noida, Uttar Pradesh, India. Your appointment as finance and admin began on 2024 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 5 LPA. Your first assignment will be at the Organization's Ssweven Industries Limited, Noida, Uttar Pradesh, India. You may, however, be relocated to another place due to organizational requirements.

We warmly welcome you to the Junior Architect at Ssweven Industries Limited, Noida, Uttar Pradesh, India. family and wish you every success in your work with us.

Sincerely,

HR Manager



Noida, Uttar Pradesh, India





**THE BIM  
ENGINEERS**

Date: 20 June, 2024

## Offer Letter

Aaryaman Singh  
BIM Architect  
The BIM Engineers,  
Gurugram, Haryana, India

Refer to your interview held in office on dated 21 August, 2024 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of BIM Architect with our organization. You will be placed at our office based at The BIM Engineers, Gurugram, Haryana, India. 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



6



Date : 05 June, 2024

Aashi Mittal  
Junior Architect  
FivD, Chandigarh, India

Subject: Offer of Employment at FivD, Chandigarh, India

Refer to your interview held in office on dated 20 August, 2024 for the above subjected position Junior Architect. Further, the management has decided to make a job offer for employment with us for the position of Senior Associate Architect with our organization. You will be placed at our office based at FivD, Chandigarh, India. and will be reporting to Manager. You are offered Rs5 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





14-Dec-2023

**Ms. Aastha Jain**  
**Sushant School of Design**

Dear Aastha ,

**Subject: Internship**

In reference to your application, we would like to congratulate you on being selected for an internship with **Awfis Space Solution Pvt Ltd** based at **Delhi**. Your internship is scheduled to start effective **02-Jan-2024** for a period of 6 months and stipend as **20,000 per month**.

After successful completion of 6 months of internship and on achieving mutually agreed KRA's your CTC after 6 Months will be **7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for performance link incentive of **Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service . Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter.

All of us at Awfis Space Solution Pvt Ltd are excited that you will be joining our team! As such, your Internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details will be shared with you on commencement of training.

Again, congratulations and we look forward to working with you.

**Charu Singh**  
**Head – Human Resources**

**Awfis Space Solutions Limited.**

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi – 110016

[www.awfis.com](http://www.awfis.com) | Email: [info@awfis.com](mailto:info@awfis.com) | Phone: 011- 69000657

Regd. Office

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi – 110016

CIN : U74999DL2014PTC274236



8



Date: 1 Feb, 2024

## Letter of Intent

Dear Aayushmaan

Interior Designer

Bani Arora Designs

New Delhi, India

Joining Date : 1 August, 2024

Dear Aayushmaan

It is our pleasure to give you the offer letter on behalf of company 960 E 3rd St, Los Angeles, CA 90013, USA and the job role would be Interior Designer. Your monthly compensation is according to the salary your CTC would be 5,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

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

*Kishan*

HR Manager

87, Mehrauli-Gurgaon Rd, near The Gallery, New Manglapuri, Manglapuri Village,  
Sultanpur, New Delhi, Delhi 110030



9

Abdulla Ahmand

Junior Architect

URI Design Studio,

Gurugram, Haryana, India

The full-time position of Junior Architect at URI Design Studio, Gurugram, Haryana, India, with a start date of July 15th, 2024, contingent upon a background check. Mr. Umesh Sharma at URI Design Studio, Gurugram, Haryana, India 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 4.6 LPA. Direct Create 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 Direct Create 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 15th, 2024. 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, appearing to be 'Umesh'.

Head HR





10



Dear Abhinav Raj  
Architect  
Ssweven Industries Limited  
Noida, Uttar Pradesh, India

**Sub: Letter of Appointment**

Regarding your application for a job with Architect at Ssweven Industries Limited as the subsequent interviews you held with us. We are pleased to offer you a position as an Architect at Ssweven Industries Limited, Noida, Uttar Pradesh, India. Your appointment as finance and admin began on 2024 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 4 LPA. Your first assignment will be at the Organization's Ssweven Industries Limited, Noida, Uttar Pradesh, India. You may, however, be relocated to another place due to organizational requirements.

We warmly welcome you to the Architect at Ssweven Industries Limited, Noida, Uttar Pradesh, India. family and wish you every success in your work with us.

Sincerely,

HR Manager



**Noida, Uttar Pradesh, India**



11

ABHISHEK

Date: June 12, 2024

Designer

Tata 1mg,

Gurugram, Haryana, India

Sub: Offer Letter for the post of Designer

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

*Pritya Agarwal*

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001



12

Offer Letter

Date : 28 January 2024

Dear Abhishek Poudyal

**Congratulations!**

You have been selected to join through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Software Developer 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 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 warmly welcome you to the family!

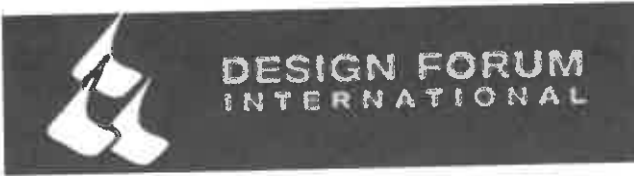
Thankyou

Regards 

Mrunal Rajpoot

HR Head





DESIGN FORUM  
INTERNATIONAL

Design Forum International  
K-47, Kailash Colony,  
New Delhi – 110048, India

13

Sub - Offer Letter

14 March 2024

Dear Abhishek Rai

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 Sales Executive. Your employment will begin on 19 September 2024. You will be expected to work 40 Hours per week with your schedule being 9am to 5pm. You will be paid at the rate of Rs. 4.5 Lakhs Per annum.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format. 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.

Welcome to the team!

Regards,   
Manvi Singh  
HR Manager



14



Dear Abhishek Raj Vaishnav  
Architect  
PARAS Buildtech India Private Limited  
Gurugram, Haryana, India

Congratulations! We are pleased to offer you the position of Architect at PARAS Buildtech India Private Limited, Gurugram, Haryana, India. Your starting salary will be 5LPA, before deductions and withholdings. Your start date will be 20 Aug 2024. 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. We are excited about the possibility of you joining our team at PARAS Buildtech India Private Limited, Gurugram, Haryana, India. Should you have any questions about the offer or the next steps Welcome. If you decide to accept this job offer, kindly sign and send back this letter by 20 Aug 2024. Once we get your confirmation, we'll share your on boarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Sincerely,

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

HR Manager





15



Dear Abhishek Verma,  
Architect  
PARAS Buildtech India Private Limited  
Gurugram, Haryana, India

Congratulations! We are pleased to offer you the position of Architect at PARAS Buildtech India Private Limited, Gurugram, Haryana, India. Your starting salary will be 5LPA , before deductions and withholdings. Your start date will be 20 Aug 2024. 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. We are excited about the possibility of you joining our team at PARAS Buildtech India Private Limited, Gurugram, Haryana, India. Should you have any questions about the offer or the next steps Welcome . If you decide to accept this job offer, kindly sign and send back this letter by 20 Aug 2024. Once we get your confirmation, we'll share your on boarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Sincerely,

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

HR Manager





# TAMANNA

16

## Offer Letter

Dated 10 April, 2024

Aditya Goyal  
Architect  
Designs by Tamanna,  
Noida, Uttar Pradesh, India

### Subject: Job Offer for the post

Refer to your interview held in office on dated 20 August, 2024 or the above subjected position Architect. 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 Designs by Tamanna, Noida, Uttar Pradesh, India. 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. our starting salary will be 4 LPA, before deductions and withholdings. 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

*Gurpreet Mittal*

HR Director



17

19 February 2024

Offer Letter

Dear Aditya Kalra

Following our recent discussions, we are delighted to offer you the position of NDT Technician 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. Your salary will 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, 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,  
Pareeniti  
HR Manager



This is a System Generated Mail Hence Does Not Require Signature.



Date: 24-Jun-2024  
Ref: EUGIA/Unit/HR/Offer/2022  
Mr. / Ms. Aditya Kaushal  
Sultanpur, New Delhi

Dear Aditya Kaushal,

**Letter of Offer**

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of Trainee - **Quality Assurance\_Unit - II - FML** in **Eugia Pharma Specialties Limited Unit II A1128 RIICO Industrial Area PhaseIII Bhiwadi Rajasthan 301019 India** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **01-Jul-2024**. You are advised to report at our **Eugia Pharma Specialties Limited Unit II A1128 RIICO Industrial Area PhaseIII Bhiwadi Rajasthan 301019 India** by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card & Aadhar Card
- Recent Post card size color photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail id: [hr@aurobindo.com](mailto:hr@aurobindo.com)

Yours faithfully,

For **EUGIA PHARMA SPECIALTIES LIMITED,**



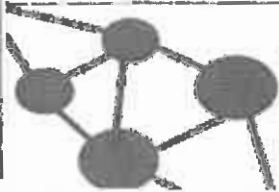
**KIRAN KUMAR P**  
**GENERAL MANAGER-HUMAN RESOURCES**

Regd. Office: Plot No.2, Maitrivihar, Ameerpet, Hyderabad -500 038, Telangana, India

Corporate Office: Water Mark Building, Level - 1, Plot No 11, Survey No 9, Kandapuri, Hitech City, Hyderabad - 500 086, Telangana, India. Tel: +91 40 4472 1200 Fax: +91 40 4702 4059

Factory: Sy. No. 550, 551 & 552, Kothur Village, Shamsherpeta Mandal, Medchal-Nalgonda District -500 103, Telangana, India. Tel: +91 40 3084 8000 Fax: +91 40 3084 8018

PAN: AACICE3429K TAN: HYDE02630F CIN: U24297TG2013PLC087048 GSTIN: 36AADCE3429K1ZK



19



Date: 1 Feb, 2024

## Letter of Intent

Dear Aditya Kumar

Interior Designer

Bani Arora Designs

New Delhi, India

Joining Date : 1 August, 2024

Dear Aditya Kumar

It is our pleasure to give you the offer letter on behalf of company 960 E 3rd St, Los Angeles, CA 90013, USA and the job role would be Interior Designer. Your monthly compensation is according to the salary your CTC would be 5,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

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

HR Manager

"This is an Automated message from HR Department"

87, Mehrauli-Gurgaon Rd, near The Gallery, New Manglapuri, Manglapuri Village,  
Sultanpur, New Delhi, Delhi 110030



## LETTER OF INTENT

Date: 17/06/2024

Dear Aditya Singh,

We are thrilled to extend an offer for the position of "Graduate Architecture Trainee" at Stonex India. Congratulations on your successful application and the skills and enthusiasm you demonstrated throughout the recruitment process.

Your annual fixed CTC will be Rs.6.50 LPA additional variable pay of Rs.1.95 LPA will be added post successful completion of the training period.

We believe that this position will provide you with valuable hands-on experience to help you launch a successful career. At Stonex India, we are committed to foster a supportive and inclusive work environment where all employees can thrive.

You will report at our Head Office in New Delhi for your orientation and Orientation Program on 17<sup>th</sup> June 2024.

On the date of your joining, you may please bring along the following:

- 1. Copy of your Aadhar card & permanent address
- 2. Copies of Educational/Professional Certificates along with original.
- 3. Pan Card & Aadhar card (both are mandatory) & 4. Passport size photo of you.

This letter is valid subject to background verification clearance.

Please indicate your acceptance of this offer by signing and returning a copy of this letter at the earliest.

We are excited about the opportunity to welcome you to our team and forward to your contributions to Stonex India.

For Stonex India Pvt Ltd

**Himika Arora Gupta**  
(Group CHRO)

I have read and understood the above terms and conditions and I hereby agree to abide by them.

Signature of the candidate:



19 February 2024

Offer Letter

Dear Aditya Singh Badhwar

Following our recent discussions, we are delighted to offer you the position of Web Development 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. Your salary will 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, 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  
Ritika Gupta  
HR Manager



22



## MULTIHOME REALTORS

Ajay Yadav  
Marketing Manager  
Multi Homes Realtors,  
Gurugram, Haryana, India.

Congratulations,

**Start Date:** Your start date will be 21 July 2024

Further, the management has decided to make a job offer for employment with us for the position of Marketing Manager with our organization. You will be placed at our office based at Edifice, and will be reporting to Director –Finance and Account. You are offered Rs 3LPA 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



This is an automated communication and does not require a response.







# PLANETSPARK

23  
Nirvana Courtyard, C 406,  
Nirvana Country,  
Sector 50, Gurugram, Haryana

## OFFER LETTE

Dear Akshay M  
Finance,  
PlanetSpark  
Gurugram, Haryana, India

Date: 1 June, 2024

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of Finance.

Your Date of Joining will be 17<sup>th</sup> August 2024

Your Monthly take home salary will be Rs.35,000/-PM

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.

HR Director



Address: 31B, 2nd Floor, IDC,  
Main, Mehrauli-Gurgaon Rd, Sector 16,  
Gurgaon, Haryana 122007  
Phone: 095996 53306  
Email: info@muds.co.in

2A



## Sub - Offer Letter

14 March 2024

Dear Akul Chauhan

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 Jr. Sales Executive. Your employment will begin on 19 September 2024. You will be expected to work 40 Hours per week with your schedule being 9am to 5pm. You will be paid at the rate of Rs. 5 Lakhs Per annum.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format. 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.

Welcome to the team!

Regards,

Manvi Singh

HR Manager



This letter is Auto Generated

To  
Aman,

Date: - 30<sup>th</sup> May 2024

**Sub: Letter Of Intent**

Dear Aman,

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 or before 4<sup>th</sup> June 2024 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 M3M 84 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)



### 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

*Aruni*

Authorized  
Signatory

I hereby agree to and accept the terms of employment offer and shall report for duty on the

Name- Aman  
Date- 06 June 2024



**Annexure 1**

**Name: -Aman,**

**Salary Composition, w.e.f. 4th June 2024**

**COMPENSATION ANNEXURE**

S.No	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	12500	150000
2	Dearness Allowance	0	0
3	House Rent Allowance	5000	60000
4	Conveyance Allowance	1500	18000
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	6000	72000
<b>(A)</b>	<b>Gross Salary</b>	<b>25000</b>	<b>300000</b>
<b>STATUTORY DEDUCTIONS FROM MONTHLY GROSS SALARY</b>			
1	EPF deduction of Employee	0	0
2	Employee contribution Employer	0	0
3	Professional Tax (if applicable)	0	0
4	LWF (if applicable)	0	0
<b>(B)</b>	<b>Total Deduction</b>	<b>0</b>	<b>0</b>
	Employer's Contribution of ESI	0	0
<b>(C)</b>	<b>Total Employer Contribution</b>	<b>0</b>	<b>0</b>
	<b>Total CTC (A+C)</b>	<b>0</b>	<b>300000</b>
<b>(D)</b>	<b>Variable ( PLI )</b>		<b>200000</b>
	<b>Total</b>	<b>0</b>	<b>500000</b>

**Please note that there may be variation in monthly and annual CTC, which will be accounted during payroll processing.**

**Deductions**

There will be deductions in the salary as per the Government regulations.



**Signature of Candidate**

Neeraj LOI.pdf - Read-only



- 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)



**Salary Details**

Your yearly salary will be CTC Rs.5,00,000/- (31.Lacs Fixed - 21.Lacs 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 Gestanjali Family and wish you all the best in your new assignment.

Yours Sincerely,  
For and on behalf of Gestanjali Homestate Pvt Ltd.

Authorized Signatory

I hereby agree to and accept the terms of employment offer and shall report for duty on the

Name-  
Date-





26



ARCHITECTURE DISCIPLINE

## Offer Letter

Date: 12 July, 2024

Aman Sharma  
Architect  
Architecture Discipline  
New Delhi, New Delhi

Dear Aman Sharma

Subject: Offer of Employment at Architecture Discipline, Delhi, India

Start Date: Your start date will be 20 Aug 2024

Position: As a Architect you will report directly to the Architect, Mr. Aman Singh and your 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 Architecture Discipline, Delhi, India Should you have any questions about the offer or the next steps Welcome .

Sincerely,

HR Manager



"This is a System Generated Mail Thus Does Not Reuire Authentication"



**Simple Plan Media,**  
3rd Floor, 252-L, Raja Dhirsain Marg, Sant Nagar,  
East of Kailash, New Delhi, Delhi 110065

27

Date: 19 July, 2024

## Offer Letter

**Amisha Prakash**  
User Experience Designer  
SimplePlan Media,  
Delhi, India

Dear Amisha Prakash

Congratulations! We are pleased to confirm that you have been selected to work for User Experience Designer at SimplePlan Media ,Delhi, India. are delighted to make you the following job offer.

The position we are offering you is that of Architect at a monthly salary of 60,000/-with an annual cost to company 7,20,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: User Experience Designer
- 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 01-08-2024. Please report to Ms. Kumkum 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 SimplePlan Media ,Delhi, India. to working with you.

Sincerely,

Head HR



28



Amrit  
Sommelier  
Accor Pullman ,  
New Delhi, Delhi, India

Date- 2 ,June, 2024

Dear Amrit

Accor Pullman , New Delhi, Delhi, India. is pleased to offer you the position of Job Sommelier. Your skills and experience will be an ideal fit for our customer service department. As we discussed, your starting date will be July 1, 2024. The starting salary is Rs 5LPA 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 Accor Pullman , New Delhi, Delhi, India. 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,

A handwritten signature in cursive script, appearing to read "Sumit", written in black ink.

Director, Human Resources



Aerocity, New Delhi, Delhi 110037

29



---

Offer Letter

23 March 2024

Dear Ananay Gambhir

We are happy to offer you the full-time role of Management Executive, subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly Salary is 5,00,000/- Per Annum.

Your employment 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.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards,

Avni Rohatgi

HR Manager 





30

Gurugram, Haryana, India

LETTER OF OFFER OF EMPLOYMENT

Ref No. 12347/11019/215

May 10, 2024

Angela Garg  
BIM Designer  
Bechtel Corporation  
Gurugram, Haryana, India

Dear Angela Garg

Following our recent discussions, we are delighted to offer you the position of BIM Designer 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 terms and conditions we are proposing.

Title: BIM Designer

Start date: Aug 11, 2024

Salary: 5LPA

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.



**Annexure - I**

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 18,500** - per month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be It clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and un-liquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years (excluding notice period) from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a) If you fail to complete the first two years of employment, you shall pay a compensation of **Rs. 1,00,000/-** (Rupees one lakh only) towards cost of training and liquidated damages,
  - b) If you fail to serve the remaining period, you shall pay to the Company a compensation of **Rs.60,000/-** (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.





15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
- Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
  - Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
  - This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days, 3 times continuously in same month shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.
25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.
26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age.



28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ Internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.

29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at [cs@aurobindo.com](mailto:cs@aurobindo.com) or [jq@aurobindo.com](mailto:jq@aurobindo.com).

30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to EUGIA family and wish you a happy and rewarding career with us.

For EUGIA PHARMA SPECIALITIES LIMITED,



**KIRAN KUMAR P**  
**GENERAL MANAGER-HUMAN RESOURCES**

#### DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date: 11/05/2024

Signature: 





31

Date 3 April, 2024

Offer Letter

Dear Anjali Priya  
Marketing and communications  
Bright Hospitality Private Limited,  
Gurugram, Haryana, India

Dear Anjali Priya

We are pleased to extend an offer of employment to you for the position of Marketing and communications at Bright Hospitality Private Limited, Gurugram, Haryana, India. We believe your skills and experience will be an ideal fit for our team.

**Position:** Marketing and communications

**Start Date:** 1 August, 2024

**Salary:** 5LPA

Your employment with Marketing and communications 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,

*Dhruv Bhatia*

HR Manager



# N M P DESIGN

Date: 15 April, 2024

Anjana Jayakumar  
Interior Designer  
NMP Design Private Limited,  
New Delhi, Delhi

Dear Anjana Jayakumar


**Subject: Offer of Employment at NMP Design Private Limited, New Delhi, Delhi**

We are pleased to extend to you the offer of employment for the Interior Designer at NMP Design Private Limited, New Delhi, Delhi, 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 1 Aug 2024

**Position:** As a 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. Your starting salary will be 5LPA, before deductions and with holdings. 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





# TAMANNA

33

## Offer Letter

Dated 10 April, 2024

Anjora Khatri  
Architect  
Designs by Tamanna ,  
Noida, Uttar Pradesh, India

### Subject: Job Offer for the post

Refer to your interview held in office on dated 20 August, 2024 or the above subjected position Architect. 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 Designs by Tamanna , Noida, Uttar Pradesh, India. 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. our starting salary will be 4 LPA , before deductions and withholdings. 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

*Ghanshu Mishra*

'HR Director

Date: 20 July, 2024

## Offer Letter

Ankita Yadav  
Optometrist,  
Birta Eye Care, Eye Hospital, Nepal  
Sugam tole, Birtamod 57204, Nepal

Refer to your interview held in office on dated 21 August, 2024 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Optometrist, with our organization. You will be placed at our office based at Birta Eye Care, Eye Hospital, Nepal. and will be reporting to Director –Finance and Account.

Your are offered Rs 3LPA 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





35

Cryoviva Biotech Pvt. Ltd.  
129, Pace City -1, Sector-37,  
Gurugram, Haryana 122001 India



13 February 2024

Dear Anshika Bindra

Sub: Letter of Appointment

Regarding your application for a job with our Company. as well as the subsequent interviews you held with us. We are pleased to offer you a position of Software Developer with our company. Your appointment as Analyst began on 11/08/2024, and you will be on probation for six 6 months following your appointment. Remuneration: Your monthly remuneration is Rs 55,000/- and Annual salary would be INR 6 Lakhs per Annum. Workplace: Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements. We warmly welcome you to the Company family and wish you every success in your work with us.

Regards,

  
Chandana Sinha

HR Manager



26



**Sikka Associates Architects**  
New Delhi, New Delhi

Date: 15 April, 2024

**ANSHIKA GANGWAR**  
Architect  
Sikka Associates Architects  
Delhi, India

**Subject: Offer of Employment at Sikka Associates Architects , Delhi, India**

We are pleased to extend to you the offer of employment for the position of Architect at Sikka Associates Architects , Delhi, 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 1 Aug 2024**

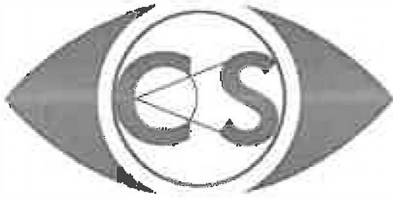
**Position: As a Architect you will report directly to the Head of Department, Mr. Navin Kumar and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 5 LPA , before deductions and with holdings. Please note that your 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 environmentsatisfactory. 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,

HRManager



37



## CENTRE FOR SIGHT

Every eye deserves the best

Date : 05 April, 2024

Dear Anshika Grover  
Optometrist  
Centre For Sight,  
Gurugram, Haryana, India

**Subject: Offer of Employment at Centre For Sight, Gurugram, Haryana, India**

We are delighted to officially appoint you to the position of Optometrist at Centre For Sight, Gurugram, 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: Optometrist
- Department: Optometry
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2024
- Compensation: 4LPA

Centre For Sight, Gurugram, Haryana, India. on 20 August, 2024 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**



19 February 2024

Offer Letter

Dear Anshika Gupta

Following our recent discussions, we are delighted to offer you the position of Web Development 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. Your salary will 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, 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  
  
Ritika Gupta  
HR Manager



39



**Sub - Offer Letter**

14 March 2024

Dear **Anshika Yadav**

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 Sales Executive. Your employment will begin on 19 September 2024. You will be expected to work 40 Hours per week with your schedule being 9am to 5pm. You will be paid at the rate of Rs. 5 Lakhs Per annum.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format. 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.

Welcome to the team!

Regards,  
**Manvi Singh**  
HR Manager



This is an Autogenerated Letter



40

## Offer Letter

18 January 2024

Dear Anshu Shrivastava

With great pleasure, we extend to you an offer to work as Web Developer. Your yearly expense to the organisation is INR 5 Lakhs. Every month on the last working day, you will get your salary via direct deposit or cheque. Gurgaon will serve as your base of operations, and your start date is December 8, 2024. The upside is that the firm will cover the entire cost of your group health insurance premium. According to the Gratuity Act, a worker will receive a gratuity when they leave the company after working there for at least five years.

If you decide to accept this job offer, kindly sign and send back this letter within 1 month. Once we get your confirmation, we'll share your onboarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Regards,  
Keshav Kumar  
HR Manager



Plot No 76 D, Phase IV, Sector 18, Gurugram, Haryana 122001



MMP Design Pvt. Ltd.

41

Date: 15 April, 2024

Archita Mriya  
Interior Designer  
MMP Design Private Limited,  
New Delhi, Delhi

**Subject: Offer of Employment at NMP Design Private Limited, New Delhi, Delhi**

We are pleased to extend to you the offer of employment for the Interior Designer at MMP Design Private Limited, New Delhi, Delhi, 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 1 Aug 2024

**Position:** As a 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. Your starting salary will be 5LPA, before deductions and with holdings. 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



42



ZUWATA

Date 30 June, 2024

Arihant Nath

Product Designer

Zuwata,

Bengaluru, Karnataka, India

Subject: Letter of offer for Zuwata, Bengaluru, Karnataka, India

Dear Arihant Nath

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. We take pleasure to inform you that your 6LPA (Performance Based).

In line with what was communicated to you during the interview process, your position will be Product Designer. Your employment will begin on 1 August, 2024 .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. 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 [hr.product.designer@gmail.com](mailto:hr.product.designer@gmail.com). Welcome to the team!

Regards,

*Saujanya Singh*

HR Manager







**Design Forum International  
K-47 Kailash Colony**

**Date: 25 July, 2024**

**Arjun Verma  
Design Forum International  
Design Architect**

**Dear Arjun Verma**

**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. Your start date will be 20 August 2024. 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. Your starting salary will be 5 LPA, before deductions and with holdings. 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.

**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



44

# Architecture Collective

Arshnoor Kaur  
Architect  
Architecture Collective  
Gurgaon

Congratulations,

**Start Date:** Your start date will be 21 July 2024

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 Edifice, and will be reporting to Director –Finance and Account. You are offered Rs 6LPA 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  
Yours Faithfully

HR Manager



This is a System Generated Mail

## Letter of Intent

25 March 2024

Dear Aryaman Sharma

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Business Development Executive at Polyvalent Digital Services. 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. 3,00,000/- 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 19, 2024, 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.

Ankita

Regards,

Ankita Singh

HR Manager



**Design Forum International  
K-47 Kailash Colony**

**DFI**

**Date: 25 July, 2024**

**Aryan Sharma  
Design Forum International  
Design Architect**

**Dear Aryan Sharma**

**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. Your start date will be 20 August 2024. 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. Your starting salary will be 4 LPA, before deductions and with holdings. 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.

**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**



Address: 31B, 2nd Floor, IDC,  
Main, Mehrauli-Gurgaon Rd, Sector 16,  
Gurgaon, Haryana 122007  
Phone: 095996 53306  
Email: info@muds.co.in

47



**Sub - Offer Letter**

14 March 2024

Dear Ashish Yadav

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.

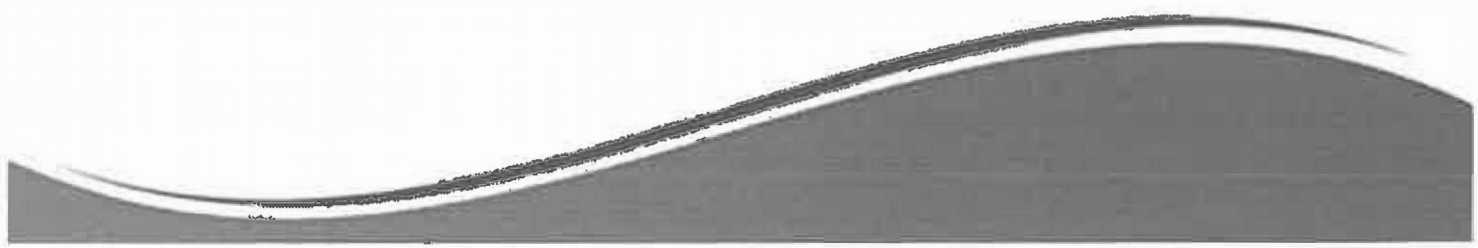
In line with what was communicated to you during the interview process, your position will be Jr. Business Development Executive. Your employment will begin on 19 September 2024. You will be expected to work 40 Hours per week with your schedule being 9am to 5pm. You will be paid at the rate of Rs. 5 Lakhs Per annum.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format. 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.

Welcome to the team!

Regards,  
Manvi Singh  
HR Manager

Automated Employment letter by HR





**SRIAAS**  
SR INSTITUTE OF ADVANCED  
AYURVEDIC SCIENCES

48

Offer Letter

17 February 2024

Dear Asmi Arora

Regarding your application for a job with SR Institute of Advanced Ayurvedic Sciences, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Junior consultant.

Your appointment as Consultant optometrist began on 6 August 2024, and you will be on probation for six (6) months following your appointment. Your Yearly annual salary would be Rs.6 Lakhs Per annum.

Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you and wish you every success in your work with us.

Regards,

Avni Kumari  
*Avni*  
HR Manager



49

# COLUMBIA GSAPP

Date: 06-July-2024

Atika Mehrotra  
Senior Graphic Designer  
The Carpet Cellar,  
Gurugram, Haryana, India

Sub: Offer of employment

Date of Joining : 1 August , 2024

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Senior Graphic Designer as a The Carpet Cellar, Gurugram, Haryana, India. 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 6LPA.

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. The Carpet Cellar, Gurugram, Haryana, India. we look forward to welcoming you to the Senior Graphic Designerteam and wish you a successful and rewarding career with us.

Sincerely,



HR Manager



Gurugram, Haryana, India

50

# Geetanjali Homestate Pvt Ltd

*tradition of trust*

---

Date: 20 July, 2024

**To**  
**Bhavay Arora**

**Date: 30<sup>th</sup> August, 2024**

**Sub: Letter Of Intent**

**Dear Bhavay Arora**

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, 2024** 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

## Homesate Pvt Ltd

*tradition of trust*

### **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 Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,

**For and on behalf of Geetanjali Homestate Pvt Ltd.**



51



Date- 2 June,2024

Dear Bhavsimran Singh Gujral  
Commercial leasing  
Confluent,  
Gurgaon, India

Congratulations! We are pleased to offer you the position of Commercial leasing at Confluent, Gurgaon, India. Your starting salary will be 5LPA , before deductions and withholdings. Your start date will be 20 Aug 2024.

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. We are excited about the possibility of you joining our team at Confluent, Gurgaon, India. Should you have any questions about the offer or the next steps Welcome . Once we get your confirmation, we'll share your on boarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Sincerely,

HR Manager



Automated Communication



# SANDEEP JHANJI CONSTRUCTIONS

Date: 1 June, 2024

## Letter of Intent

Dear Bhavya Jhanji

Architect

Sandeep jhanji constructions,

Jalandhar, Punjab.

Joining Date : 1 August, 2024

Dear Bhavya Jhanji

It is our pleasure to give you the offer letter on behalf of company Sandeep jhanji constructions, Jalandhar, Punjab, India. and the job role would be Architect. Your monthly compensation is according to the salary your CTC would be 5,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

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



HR Manager

Sandeep Jhanji Constructions, Jalandhar, Punjab.



53



**Design Answers**

Date : 05 June, 2024

Bhavya Manchanda  
Graphic Designer  
Design Answers  
Gurugram, Haryana, India

**Subject: Offer of Employment at Design Answers, Gurugram, Haryana, India**

We are delighted to officially appoint you to the position of Graphic Designer at Design Answers, Gurugram, 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: Graphic Designer
- Department: Design Answers, Gurugram, Haryana, India
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2024
- Compensation: 4LPA

The Design Answers, Gurugram, Haryana, India on 20 August, 2024 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**



54



Date : 25 April, 2024

Dear Bhavya Marwaha  
Nurse  
Madhukar Rainbow Hospital,  
Delhi, New Delhi, India

**Subject: Offer of Employment at Madhukar Rainbow Hospital, Delhi, New Delhi, India**

We are delighted to officially appoint you to the position of Nurse at Madhukar Rainbow Hospital, Delhi, New 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: Nurse
- Department: Admin
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2024
- Compensation: 3LPA

Madhukar Rainbow Hospital, Delhi, New Delhi, India. on 20 August, 2024 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**





**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CPKukrejaArchitects Offer Letter**

Dear Bianca Karbak  
Architect  
CPKukrejaArchitects,  
New Delhi, Delhi, India

Dear Bianca Karbak

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

Position: Architect

Start Date: 12 August, 2024

Salary: 5LPA

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,

HR Manager





56

## OFFER LETTER

Chahat Rana  
Supervisor  
Fortis  
Gurugram , Haryana, India

Following our recent discussions, we are delighted to offer you the position of Supervisor 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 terms and conditions we are proposing.

Title: Supervisor

Start date: July 01, 2024

Salary: 4LPA

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 "Chahat Rana".

HR Manager,



57



Date: 22 June, 2024

Chintan Aggarwal  
Assistant Architect  
Astro Archineers  
Gurugram

Congratulations, We are pleased to extend to you the offer of employment for the position of Assistant Architect at Astro Archineers, Gurugram. 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 21 July 2024

Position: Assistant Architect at Astro Archineers, Gurugram. you will report directly to the Head of Department Aayush Singal and your primary all duties, collaborating with the team on projects, and contributing to product innovation Your starting salary will be 6 LPA, before deductions and withholdings.

At-Will Employment: This offer does not constitute a contract of employment and either party may terminate the employment relationship at anytime, 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 'A. Singh'.

HR Manager





Offer Letter

Darshika Khandelwal  
Team Leader  
Deloitte, Gurgaon - Haryana

Dear Darshika Khandelwal

Congratulations! We are pleased to confirm that you have been selected to work for Deloitte, Gurgaon, Haryana, We are delighted to make you the following job offer. The position we are offering you is that of Team Leader at a monthly salary of 60,000/-with an annual cost to company 5,00,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Team Leader
- 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 01-08-2024. 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 20-03-2025 to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our Deloitte, Gurgaon - Haryana and look forward to working with you.

Sincerely,

  
Head HR





59

Date: 27-03-2024

Dear Deepak Singh,

This is to inform you that we, TATA 1MG Healthcare Solutions Private Limited, do hereby appoint you as an Intern in our organization.

**Offer Details:**

<b>Date of Joining</b>	02-04-2024
<b>Designation (Title)</b>	Intern
<b>Stipend (Per Month)</b>	INR 10,000 Per Month
<b>P&amp;L</b>	B&M Retail
<b>Department</b>	Store Operations
<b>Sub Department</b>	Store Pharmacy Operations
<b>Sub-Sub Department</b>	Store Pharmacy Operations
<b>Internship Duration</b>	2 Months ( 02-Apr-2024 to 01- Jun-2024)

**Documents:**

You are requested to bring along the following documents on your date of joining and hand over (photocopy only) as mentioned below: -

Passport Size Photograph – 3 nos, Self-attested documents of all your educational and degree certificates (10th to Highest qualification), Permanent & Temporary Address proof Copy of Pan Card ID proof (Voter ID Card / Passport / Driving License / Aadhar Card).

IOC letter From College Authority

Kindly return the duplicate copy of this offer letter, signed as a token of your acceptance.

For TATA 1MG Healthcare Solutions Private Limited,



Ina Bajwa  
Authorized Signatory



**TATA 1MG HEALTHCARE**

Tata 1mg Healthcare Solutions Pvt. Ltd. (formerly known as 1MG Healthcare Solutions Private Limited) is a Publicly Traded Private Company.  
Registered Office: Level 3 Vasant Square Mall Market V Sector 8 Vasant Kunj South Delhi 110079  
Phone: 011-4779900 Fax: 011-4779901 Email: careers@tata1mg.com GST No: 07AAAC02690110 PAN No: AAAC02690110  
Corporate Office: 4th Floor, 14th Cross, 14th Main Road, Sector 14 Gurgaon Haryana 122002

60



**MULTIHOME  
REALTORS**

## Offer Letter

23 March 2024

Dear Deepak Ambawat

**Congratulations!! Our Company is pleased to offer you the position of Business Development professional. Your skills and experience will be an ideal fit for our customer service department.**

**As we discussed, your starting date will be August 1, 2024. The starting salary is Rs 2,20,000 per Annum and is paid on a Monthly basis.**

**Full family medical coverage will be provided through our company's employee benefit plan and will be effective. 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 company. 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. We look forward to welcoming you to the team.**

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

Regards,  
Vimal Sharma  
HR Manager

This is an automated communication and does not require a response.





61

Sub - Offer Letter

14 March 2024

Dear Deepanshi Jhamb

We are happy to offer you the full-time role of Sales Executive at ICICI Prudential Life Insurance Company Limited, subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly Salary is 4,00,000/- Per Annum..

Your employment 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 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. By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards,  
Manvi Singh  
HR Manager

Automated Generated offer letter



62



## Offer Letter

Date: 12 July, 2024

Deepasha  
3D Cordinator  
Casa Exotique,  
Gurugram, Haryana, India

Dear Deepasha

**Subject:** Offer of Employment at Casa Exotique ,Gurugram, Haryana, India

**Start Date:** Your start date will be 20 Aug 2024

**Position:** As a 3D Cordinator you will report directly to the 3D Sr. Cordinator, 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. 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 3D Cordinator at Casa Exotique ,Gurugram, Haryana, India. Should you have any questions about the offer or the next steps Welcome .

Sincerely,  
HR Manager

Automated Generated offer letter



63



**AKHIL ARCHITECTURE STUDIO**

Date: 15 April, 2024

Dennies Daise Thomas

Architect

Akhil Architecture Studio,

Moradabad, Uttar Pradesh, India

**Subject: Offer of Employment at Akhil Architecture Studio, Moradabad, Uttar Pradesh, India**

We are pleased to extend to you the offer of employment for the position of Architect at Akhil Architecture Studio, Moradabad, Uttar Pradesh, 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 1 Aug 2024

**Position:** As a 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. Your starting salary will be 5 LPA , before deductions and with holdings. 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





GA

**Offer Letter**

18 February 2024

Dear Dev Jain

Sub: Letter of Appointment

Regarding your application for a job with our Company, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Sales Executive with our company.

Your appointment as HR Executive began on 18/09/2024, and you will be on probation for six (6) months following your appointment. Your salary would be INR 5 Lakhs per Annum.

Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the Company family and wish you every success in your work with us.

Regards,

Ankita Gupta

HR Manager

"Electronically Issued Offer Letter"



65



## Offer Letter

Date: 12 July, 2024

**Devender Kumar Sharma**  
**Architect**  
**Architecture Discipline**  
**New Delhi, New Delhi**

**Dear Devender Kumar Sharma**

**Subject: Offer of Employment at Architecture Discipline, Delhi, India**

**Start Date: Your start date will be 20 Aug 2024**

**Position: As a Architect you will report directly to the Architect, Mr. Aman Singh and your 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 Architecture Discipline, Delhi, India Should you have any questions about the offer or the next steps Welcome .**

**Sincerely,**

**HR Manager**



Programmatically produced offer letter thus no signature required





# TAMANNA

66

## Offer Letter

Dated 10 April, 2024

Dhruv Gupta  
Architect  
Designs by Tamanna,  
Noida, Uttar Pradesh, India

### **Subject: Job Offer for the post**

Refer to your interview held in office on dated 20 August, 2024 or the above subjected position Architect. 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 Designs by Tamanna, Noida, Uttar Pradesh, India. 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. our starting salary will be 4 LPA, before deductions and withholdings. 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

*Gagan Mittal*

HR Director



67

Sub - Offer Letter

14 March 2024

Dear Dhruv Sharma

We are happy to offer you the full-time role of Sales Executive at ICICI Prudential Life Insurance Company Limited, subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly Salary is 4,00,000/- Per Annum..

Your employment 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 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. By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards,   
Manvi Singh  
HR Manager



## Letter of Intent

19 February 2024

Dear Dikshaant Chauhan

Welcome to Deloitte. Looking forward to have you in our team. We have pleasure to offer you the post of Associate Executive. Your date of appointment is effective from the date of joining, which shall be on or before 1st JULY 2024 . You will be eligible for annual salary of INR 4,00,000 per annum.

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.

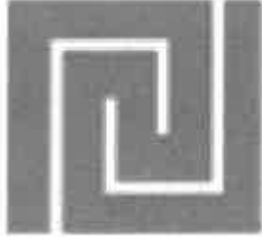
Once you have completed a probationary period of 3 months, you will be entitled to 20 days of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes. Please sign and return the copy of this offer letter as a token of your acceptance.

Regards,

Jiyesh Kumar  
HR Manager



69



## Nahar Industrial Enterprises Limited

RJ SH 25, Tapukara, Rajasthan 301707

Date: 01 July, 2024

### Offer Letter

Divya Singh  
Textile Designer  
Nahar Industrial Enterprises Limited  
Punjab, India

Dear Divya Singh

Congratulations! We are pleased to confirm that you have been selected to work for Nahar Industrial Enterprises Limited. Punjab, India . We are delighted to make you the following job offer.

The position we are offering you is that of Textile Designer with an annual cost to company 5,00,000. Your working hours will be from 9AM to 6PM,

- Benefits for the position include: Textile Designer
- Benefit A (Casual Leave of 12 days per annum)

We would like you to start work on 01-08-2024. Please report to Ms. Monika 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 01-08-2024 to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our Nahar Industrial Enterprises Limited. Punjab, India .and look forward to working with you.

Sincerely,

Head HR



**Offer Letter**

23 March 2024

Dear Divyansh Khandelwal

Following our recent discussions, we are delighted to offer you the position of Sales 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. Your annual salary will be Rs. 4 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, 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.

Welcome to the team!

Regards,  
Vikas R.   
HR Manager



71



Diya Sharma  
Hr Admin ,  
Polyvalent,  
Udyog Vihar, Gurgaon.

**Subject: Offer Of Employment at Polyvalent, Udyog Vihar, Gurgaon.**

Welcome to HR admin at Polyvalent, Udyog Vihar, Gurgaon.  
Looking forward to have you in our team. We have pleasure to offer you at HR Dentsu X, Phase 4, Udyog Vihar, Gurgaon. Your date of appointment is effective from the date of joining, which shall be on or before 1 st JULY 2022 . You will be eligible for salary of Rupees Twenty Thousand Only (Rs. 31,000) per month and annual salary (Rs. 3,80,000).

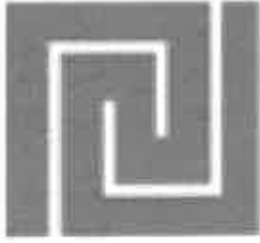
**Please sign and return the copy of this offer letter as a token of your acceptance.**

Sincerely,

**HR Manager**



Udyog Vihar, Gurgaon., Haryana 122002



72

## Nahar Industrial Enterprises Limited

RJ SH 25, Tapukara, Rajasthan 301707

Date: 01 July, 2024

### Offer Letter

Drishti Garg  
Textile Designer  
Nahar Industrial Enterprises Limited  
Punjab, India

Dear Drishti Garg

Congratulations! We are pleased to confirm that you have been selected to work for Nahar Industrial Enterprises Limited. Punjab, India . We are delighted to make you the following job offer.

The position we are offering you is that of Textile Designer with an annual cost to company 5,00,000. Your working hours will be from 9AM to 6PM,

- Benefits for the position include: Textile Designer
- Benefit A (Casual Leave of 12 days per annum)

We would like you to start work on 01-08-2024. Please report to Ms. Monika 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 01-08-2024 to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our Nahar Industrial Enterprises Limited. Punjab, India .and look forward to working with you.

Sincerely,

Mr. Saveen Gautam  
Head HR



73



## Letter Of Intent

Date : 28 March 2024

Dear Eshita Jaiswal

Following our recent discussions, we are delighted to offer you the position of Junior Sales Executive with Our Organization. Your Annual salary would be INR 3 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.

Rajan  
HR Head

*Automated Hiring Offer letter*

R-4, near Metro Station, Block R, Kharera, Huz Khas, New Delhi, Delhi 110016





7A

Date 30 June, 2024

Farha Siddiqui

Interior Designer  
Republic World  
Noida, Uttar Pradesh, India.

Dear Farha Siddiqui

We are pleased to offer you the part-time student employment position of Interior Designer at Republic World, Noida, Uttar Pradesh, India. with a start date of 3 August, 2024 contingent upon You will be reporting directly to Anjali Gupta at Republic World, Noida, Uttar Pradesh, India. We believe your skills and experience are an excellent match for our department. The hourly rate for this position is 7 LPA to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Republic World, Noida, Uttar Pradesh, India. 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 Pepperidge, 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,

Your Signature



75

# THE BIM / ENGINEERS

---

**Garima Saewan**  
Assistant Engineer  
The BIM Engineers,  
Gurgaon.

**Subject: Offer Of Employment at Polyvalent, Udyog Vihar, Gurgaon.**

Welcome to Assistant Engineer at The BIM Engineers, Gurgaon.  
Looking forward to have you in our team. We have pleasure to offer you at Assistant Engineer, The BIM Engineers, Gurgaon.. Your date of appointment is effective from the date of joining, which shall be on or before 1 st JULY 2024 . You will be eligible for salary of Rs. 4LPA.

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

Sincerely,

HR Manager

Digitally produced Offer Letter

Gurgaon., Haryana 122002



76



Date: 06-July-2024

Garvit Sharma  
Architectural designer  
Pitara events and set Designers

Sub: Offer of employment

Date of Joining : 1 August , 2024

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Architectural Designer as a The Pitara events and set Designers, Gurugram, Haryana, India. 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 6LPA.

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. The Pitara events and set Designers, Gurugram, Haryana, India. we look forward to welcoming you to the Architectural Designer team and wish you a successful and rewarding career with us.

Sincerely,

HR Manager





77

Sub - Offer Letter

14 March 2024

Dear Gaurav

We are happy to offer you the full-time role of Front Line Sales Manager at ICICI Prudential Life Insurance Company Limited, subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly Salary is 5,00,000/- Per Annum..

Your employment 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 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. By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards,!

Manvi Singh  
HR Manager

Automated Generated offer letter



78

Sub - Offer Letter

19 March 2024

Dear Gaurav Anand

We are happy to offer you the full-time role of Digital Marketer with a start date of July 15, 2024, at MyMoney Mantra. subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly compensation is Rs 4,00,000/- per Annum. Your employment 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.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards, *Ankita*  
Ankita Soni  
HR Manager





79

---

Letter of Intent

19 February 2024

Dear Gaurav Kumar

Welcome to Mirth Media Group

Looking forward to have you in our team. We have pleasure to offer you the post of Jr. Sales Executive. Your date of appointment is effective from the date of joining, which shall be on or before 1st JULY 2024 . You will be eligible for annual salary of INR 2,00,000 per annum.

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.

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

Regards,  
Priyanka Gupta  
HR Manager



# awfis

Date- 2 June,2024

Dear Gauri Gautam  
Commercial leasing  
Awfis space solutions limited  
Gurgaon, India

Congratulations! We are pleased to offer you the position of Commercial leasing at Awfis space solutions limited , Gurgaon, India. Your starting salary will be 5LPA , before deductions and withholdings. Your start date will be 20 Aug 2024.

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. We are excited about the possibility of you joining our team at Awfis space solutions limited , Gurgaon, India. Should you have any questions about the offer or the next steps Welcome . Once we get your confirmation, we'll share your on boarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Sincerely,



HR Manager





Bhoi Nagar, Acharya Vihar Squar,  
Bhubaneswar,  
Odisha, India, 751022.

Gautam Tyagi  
Customer Service New Associate  
accenture,  
Gurugram, India

Congratulations,

**Start Date:** Your start date will be 21 July 2024

Further, the management has decided to make a job offer for employment with us for the position of Customer Service New Associate with our organization. You will be placed at our office based at Edifice, and will be reporting to Director –Finance and Account. You are offered Rs 4LPA 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



This is an online generated offer letter



CONFIDENTIAL | REF: HR/2024/003



82



Date: 06-July-2024

Guneet Kahlon  
Architectural designer  
Pitara events and set Designers

Sub: Offer of employment

Date of Joining : 1 August , 2024

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Architectural Designer as a The Pitara events and set Designers, Gurugram, Haryana, India. 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 6LPA.

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. The Pitara events and set Designers, Gurugram, Haryana, India. we look forward to welcoming you to the Architectural Designer team and wish you a successful and rewarding career with us.

Sincerely,

HR Manager





The MRS Group

83

**Gurman Singh Bindra**

**Marketing Manager at**

**Jaipur, Rajasthan , India**

The full-time position of Marketing Manager at Jaipur, Rajasthan , India. with a start date of July 15th, 2024, contingent upon a background check. Mr. Umesh Sharma at TMarketing Manager at Jaipur, Rajasthan , India. 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 5 LPA to be paid on a semi-monthly basis by direct deposit starting on August 1st, 2024. Direct Create 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 Marketing Manager at Jaipur, Rajasthan , India. 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.

Sincerely,

Head HR



84



**ARCHITECT SURI  
& ASSOCIATES**  
*designing spaces then creating volumes*

Date: 22 June, 2024

**Guru Chandra Mauli**  
Junior Architect  
Architect Suri and Associates  
Chandigarh, India

**Congratulations,**

We are pleased to extend to you the offer of employment for the position of Junior Architect at Architect Suri and Associates Delhi, 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 21 July 2024

**Position:** As a Junior Architect you will report directly to the Head of Department, Ms. Shivani and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 4 LPA , before deductions and withholdings. 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. **It-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**

Auto generated offer letter





85

New Balaji Nagar, Sindhi Colony  
Chhatrapati Sambhaji Nagar (Aurangabad)  
Maharashtra 431001

## Offer Letter

Date : 17 January 2024

Dear Happy Goyal

**Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Python Developer. and you will be based in Gurgaon. In this context, we shall be offering you a total CTC package of Rs. 650000/- 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 22/8/2024 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. 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,

Kiran Gupta

HR Head

A handwritten signature in black ink, appearing to read 'Kiran', written over the printed name 'Kiran Gupta'.



19 February 2024

Offer Letter

Dear Hardik Mathuria

Following our recent discussions, we are delighted to offer you the position of Software 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.

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. Your salary will 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, 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,

Ritika   
HR Manager





**SRIAAS**  
SR INSTITUTE OF ADVANCED  
AYURVEDIC SCIENCES

87

Offer Letter

17 February 2024

Dear Harishankar Tiwari

Regarding your application for a job with SR Institute of Advanced Ayurvedic Sciences, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Junior consultant.

Your appointment as Consultant optometrist began on 6 August 2024, and you will be on probation for six (6) months following your appointment. Your Yearly annual salary would be Rs.6 Lakhs Per annum.

Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you and wish you every success in your work with us.

Regards,

Avni Kumari  
  
HR Manager



88



---

Offer Letter

23 March 2024

Dear Harjot Singh Ahluwalia

We are happy to offer you the full-time role of Management Executive, subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly Salary is 5,00,000/- Per Annum.

Your employment 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.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards,

Avni Rohatgi

HR Manager 



89



B-10, Chirag Enclave, Greater Kailash,  
New Delhi, Delhi 110048

**Letter Head**

**Dated 10 April, 2024**

Harpreet Singh  
Interior Architecture  
Chromed Design Studio  
New Delhi, India

**Subject: Job Offer for the post**

Refer to your interview held in office on dated 20 August, 2024 or the above subjected position Interior Architecture . Further, the management has decided to make a job offer for employment with us for the position of Interior Architecture with our organization. You will be placed at our office based at Chromed Design Studio, New Delhi, India .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. Salary: 5LPA

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

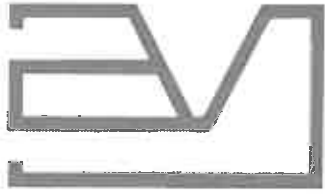
Yours Faithfully

*Chromed design studio*

HR Director







**AVG Architecture**

**Harsh Kukreja**

**Architect**

**AVG Architecture En Interiors**

**Gurgaon, Haryana, India**

90

15 June, 2024

**Harsh Kukreja**

AVG Architecture En Interiors pleased to offer you the position of Architect. Your skills and experience will be an ideal fit for our customer service department.

As we discussed, your starting date will be August 1, 2024. The starting salary is Rs 5LPA and is paid on a weekly basis.

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 Architect with AVG Architecture En Interiors. 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,

*Kishor*

Director, Human Resources



(91)

# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

---

Date: 20 July, 2024

To  
Harsh Sehrawat

Date: 30<sup>th</sup> August, 2024

Sub: Letter Of Intent

Dear Harsh Sehrawat

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, 2024** 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*

---

### **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 Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,

**For and on behalf of Geetanjali Homestate Pvt Ltd.**



Letter of Intent

25 March 2024

Dear Harsh Kumar

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Business Development Executive at Polyvalent Digital Services. 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. 3,00,000/- 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 19, 2024, 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.

Ankita

Regards,  
Ankita Singh  
HR Manager



93



## Offer Letter

Date: 12 July, 2024

Harshit Sharma  
3D Cordinator  
Casa Exotique ,  
Gurugram, Haryana, India

Dear Harshit Sharma

**Subject:** Offer of Employment at Casa Exotique ,Gurugram, Haryana, India

**Start Date:** Your start date will be 20 Aug 2024

**Position:** As a 3D Cordinator you will report directly to the 3D Sr. Cordinator, 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. 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 3D Cordinator at Casa Exotique ,Gurugram, Haryana, India. Should you have any questions about the offer or the next steps Welcome .

Sincerely,  
HR Manager



Automated Employment letter



14

MM Towers, Plot No. 8 & 9,  
Phase IV, Udyog Vihar, Sector 18,  
Gurgaon, Haryana  
Email : [info@siyaconsultinggroup.com](mailto:info@siyaconsultinggroup.com)  
[admin@siyaconsultinggroup.com](mailto:admin@siyaconsultinggroup.com)

## Offer Letter

23 March 2024

Dear Harshita Bist

Following our recent discussions, we are delighted to offer you the position of Quant manager 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.

Start date: Aug 18, 2024

Salary: 6 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.

Welcome to the team!

Regards,  
Tajinder Kaur  
HR Manager



Address: South Wing, 2nd Floor,  
JVP Building Plot# 5, TSIC Layout Units,  
HITECH City, Madhapur, Telangana 500081



Offer Letter

18 February 2024

Dear Harshita Sharma


Sub: Letter of Appointment

Regarding your application for a job with our Company, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Jr. Engineer with our company.

Your appointment as Sales Operation Executive began on 18/09/2024, and you will be on probation for six (6) months following your appointment. Your monthly remuneration is Rs 60,000/- and Annual salary would be INR 5.2 Lakhs per Annum.

Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the Company family and wish you every success in your work with us.

  
Regards,  
Ankita Gupta  
HR Manager





MMP Design Pvt. Ltd.

Date: 15 April, 2024

Himani Gautam  
Interior Designer  
MMP Design Private Limited,  
New Delhi, Delhi

**Subject: Offer of Employment at NMP Design Private Limited, New Delhi, Delhi**

We are pleased to extend to you the offer of employment for the Interior Designer at MMP Design Private Limited, New Delhi, Delhi, 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 1 Aug 2024**

**Position: As a 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. Your starting salary will be 5LPA, before deductions and with holdings. 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





97



**Offer Letter**

**18 February 2024**

**Dear Himanshu Sehrawat**

**Sub: Letter of Appointment**

**Regarding your application for a job with our Company, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Sales Executive with our company.**

**Your appointment as HR Executive began on 18/09/2024, and you will be on probation for six (6) months following your appointment. Your salary would be INR 4 Lakhs per Annum.**

**Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements.**

**We warmly welcome you to the Company family and wish you every success in your work with us.**

**Regards,**

**Ankita Gupta**

**HR Manager**

This correspondence is an automated HR notification



## Offer Letter

Date : 17 January 2024

Dear Hritik Sharma

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Assistant Sales Executive and you will be based in Gurgaon.

In this context, we shall be offering you a total CTC package of Rs. 400000/- 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 22/8/2024 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.

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,

Kiran Gupta

HR Head





99

Date: 22 June, 2024

**Ipshita Das**  
**Assistant Architect**  
**Astro Archineers**  
**Gurugram**

Congratulations, We are pleased to extend to you the offer of employment for the position of Assistant Architect at Astro Archineers, Gurugram. 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 21 July 2024

Position: Assistant Architect at Astro Archineers, Gurugram. you will report directly to the Head of Department Aayush Singal and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 6 LPA, before deductions and withholdings.

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 'Ishita'.

HR Manager



100

19 February 2024

Offer Letter

Dear Isha

Following our recent discussions, we are delighted to offer you the position of Software 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.

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. Your salary will 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, 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,

Ritika Gupta  
HR Manager



101



Date: 06-July-2024

Isha Goel  
Architectural designer  
Pitara events and set Designers

Sub: Offer of employment

Date of Joining : 1 August , 2024

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Architectural Designer as a The Pitara events and set Designers, Gurugram, Haryana, India. 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 6LPA.

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. The Pitara events and set Designers, Gurugram, Haryana, India. we look forward to welcoming you to the Architectural Designer team and wish you a successful and rewarding career with us.

Sincerely,

HR Manager



**Studio Next**  
Concept to Creation

102

---

**Sub - Offer Letter**

14 March 2024

Dear Ishan

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 Sales Executive. Your employment will begin on 19 September 2024. You will be expected to work 40 Hours per week with your schedule being 9am to 5pm. You will be paid at the rate of Rs. 5 Lakhs Per annum.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format. 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.

Welcome to the team!

Regards,  
Manvi Singh  
HR Manager



This Is An Autogerated Letter

14-Dec-2023

**Ms. Ishika Agarwal**  
**Sushant School of Design**

Dear Ishika,

**Subject: Internship**

In reference to your application, we would like to congratulate you on being selected for an internship with **Awfis Space Solution Pvt Ltd** based at **Delhi**. Your internship is scheduled to start effective **02-Jan-2024** for a period of 6 months and stipend as **20,000 per month**.

After successful completion of 6 months of Internship and on achieving mutually agreed KRA's your CTC after 6 Months will be **7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for **performance link incentive of Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service. Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter.

All of us at Awfis Space Solution Pvt Ltd are excited that you will be joining our team! As such, your Internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details will be shared with you on commencement of training.

Again, congratulations and we look forward to working with you.

*Charu Singh*  
**Charu Singh**  
**Head – Human Resources**

Awfis Space Solutions Limited.

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

[www.awfis.com](http://www.awfis.com) | Email: [info@awfis.com](mailto:info@awfis.com) | Phone: 011- 69000657

Regd. Office

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

CIN: U74999DL2014PTC274236



107

Date: 20 June, 2024

## Offer Letter

Jaishnav Ahuja  
BIM Architect  
The BIM Engineers,  
Gurugram, Haryana, India

Refer to your interview held in office on dated 21 August, 2024 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of BIM Architect with our organization. You will be placed at our office based at The BIM Engineers, Gurugram, Haryana, India. 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







# TAMANNA

108

## Offer Letter

Dated 10 April, 2024

Jayant Nagar

Architect

Designs by Tamanna ,

Noida, Uttar Pradesh, India

### Subject: Job Offer for the post

Refer to your interview held in office on dated 20 August, 2024 or the above subjected position Architect. 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 Designs by Tamanna , Noida, Uttar Pradesh, India. 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. our starting salary will be 4 LPA , before deductions and withholdings. 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

*Pranav Mittal*

HR Director

104

# KAMAKHYAA

H Block, Block G, South City I,  
Sector 41, Gurugram, Haryana 122002

Date 30 June, 2024

Dear Ishika Gupta  
UX/UI Designer & Graphic designer  
Kamakhyaa,  
Gurugram

Dear Ishika Gupta

We are pleased to offer you the part-time student employment position of UX/UI Designer at Kamakhyaa, Gurugram, Haryana, India. with a start date of 3 August, 2024 contingent upon You will be reporting directly to Geeta Gupta at Kamakhyaa, Gurugram, Haryana, India. We believe your skills and experience are an excellent match for our department. The hourly rate for this position is 6 LPA to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Kamakhyaa, Gurugram, Haryana, India. 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 Pepperidge, 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,



Your Signature



105



**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CP Kukreja Architects Offer Letter**

Dear Ishita Goyal,  
Sr. Interior Designer  
CP Kukreja Architects  
New Delhi, India

Dear Ishita Goyal

We are pleased to extend an offer of employment to you for the position of Sr. Interior Designer at CP Kukreja Architects, New Delhi, Delhi, India. We believe your skills and experience will be an ideal fit for our team.

Position: Sr. Interior Designer

Start Date: 12 August, 2024

Salary: 5LPA

Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30 Days. 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 be 'Gyan'.

HR Manager



106

# **STUDIO SYMBIOSIS**

---

## **Offer Letter**

Date : 24 January 2024

Dear Jaisal Yadav

I am pleased to confirm our verbal offer of employment to you for a regular full-time position of Sales 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 4 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.

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



This is a System Generated Mail

109



**Design Forum International  
K-47 Kailash Colony**

**DFI**

**Date: 25 July, 2024**

**Joash Chettri  
Design Forum International  
Design Architect**

**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. Your start date will be 20 August 2024. 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. Your starting salary will be 4 LPA, before deductions and with holdings. 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.

**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



This correspondence is an automated HR notification



110

Design Forum International  
K- 47, Kailash Colony,  
New Delhi – 110048, India

---

**Sub - Offer Letter**

**14 March 2024**

**Dear Karan Singh Yadav**

**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 Sales Executive. Your employment will begin on 19 September 2024. You will be expected to work 40 Hours per week with your schedule being 9am to 5pm. You will be paid at the rate of Rs. 4.5 Lakhs Per annum.**

**If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format. 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.**

**Welcome to the team!**

**Regards,**

**Manvi Singh**

**HR Manager**

This correspondence is an automated HR notification





Sub - Offer Letter

19 March 2024

Dear Karthikeyan S

We are happy to offer you the full-time role of Sales Executive with a start date of July 15, 2024, at MyMoney Mantra. subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly compensation is Rs 3,00,000/- per Annum. Your employment 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.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards, *Ankita*  
Ankita Soni  
HR Manager





**RSP Developers**

112  
Plot Number- 657, Ground Floor,  
Main Mathura Road, Faridabad Sector 16a,  
Faridabad - 121002

Date: 20 July, 2024

## Offer Letter

**Kartik Chaturvedi**  
Architect  
RSP Developers ,  
Gurugram, Haryana, India

Dear Kartik Chaturvedi

Congratulations! We are pleased to confirm that you have been selected to work for RSP Developers , Gurugram, Haryana, India We are delighted to make you the following job offer. The position we are offering you is that of Architect at a monthly salary of 33,000/-with an annual cost to company 3,90,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Head Coordinating Architect
- 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 20 July, 2024. 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 RSP Developers , Gurugram, Haryana, India . and look forward to working with you.

Sincerely,

**Head HR**





113

Unit no-501-508, 5th floor,  
Unitech Trade Center, Sushant Lok Phase I,  
Sector 43, Gurugram, Haryana 122001

Date : 19 January 2024

**Offer Letter**

Dear Kartik Saini,

**Congratulations!**

You have been selected to join our company through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Sales Executive with a consolidated pay of Rs. 4 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!

  
Sonal Rastogi

Head- Human Resource





**Dharma Digital**  
MARKETING WITH PURPOSE

114

## Offer Letter

23 March 2024

Dear Khushboo Dahiya

Following our recent discussions, we are delighted to offer you the position of Assistant 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.

Start date: Aug 19, 2024

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.

Welcome to the team!

Regards,

Vijay Sharma  
HR Manager



115

# Sanhit Automation Technology

Subject : Offer Letter

12 February 2024

Dear Khushee Chopra

Thank you for applying to our company for the position of Sales Executive. 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.

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. 4 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

Gaurav kumar

HR head



Plot No. 467, Sector-37, Pacecity-II Ind. Area, Gurgaon - 122001 (HARYANA)

Phone : - 0124 4034467/68, 2212210

E-mail: - sales@sanhitgroup.com Web : - www.sanhitgroup.com



Date: 05/06/2024

To Khushi Phawa

Employee Code: \_Ps10866

Dear Khushi Phawa

## 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, Wipro

Your monthly compensation is according to the salary your CTC would be 5,00,000/- Lakhs per annum.

There will be TDS deduction as per the company policy.

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

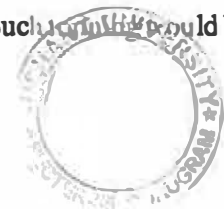
You will be in probation period of 21 days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

### 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 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,

**Mr. Saurav Jha**

*Rakesh Tyagi*

**HR Manager**



Offer Letter

Date : 24 January 2024

Dear Khushi Kaloniya

I am pleased to confirm our verbal offer of employment to you for a regular full-time position of 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 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.

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



Generated Employment Offer

Date : 28 March 2024

Letter Of Intent

Dear Khushi Tanwar

Following our recent discussions, we are delighted to offer you the position of Digital Marketer with Our Organization. Your Annual salary would be INR 4 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.

Regards,  
  
Rakesh Tyagi  
HR Head



# Architecture Collective

119

Kriti Sharma  
Architect  
Architecture Collective  
Gurgaon

**Congratulations,**

**Start Date:** Your start date will be 21 July 2024

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 Edifice, and will be reporting to Director –Finance and Account. You are offered Rs 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.

Thanks and Regards

Yours Faithfully

HR Manager

Electronic employment offer





120

# KAMAKHYAA

H Block, Block G, South City I,  
Sector 41, Gurugram, Haryana 122002

Date 30 June, 2024

Dear Kriti Kapur  
UX/UI Designer & Graphic designer  
Kamakhyaa,  
Gurugram

Dear Kriti Kapur

We are pleased to offer you the part-time student employment position of UX/UI Designer & Graphic designer at Kamakhyaa, Gurugram, Haryana, India. with a start date of 3 August, 2024 contingent upon You will be reporting directly to Geeta Gupta at Kamakhyaa, Gurugram, Haryana, India. We believe your skills and experience are an excellent match for our department. The hourly rate for this position is 6 LPA to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Kamakhyaa, Gurugram, Haryana, India. 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 Pepperidge, 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,



Your Signature



121

# STONEX

STONEX INDIA PVT. LTD.  
W-17, Connaught Place, New Delhi, India  
New Delhi 110028 | Tel: 011 2642 2222  
www.stonexindia.com | careers@stonex.com  
STONEX INDIA PVT. LTD.

## LETTER OF INTENT

Date: 23/05/2024

Dear Kritika Sahoni,

We are thrilled to extend an offer for the position of "Graduate Architecture Trainee" at Stonex India. Congratulations on your successful application and the skills and enthusiasm you demonstrated throughout the recruitment process.

Your annual Fixed CTC will be Rs.6.50 LPA and bonus/craticome pay of Rs.1.00 LPA will be added post successful completion of the training period.

We believe that this position will provide you with a unique hands-on experience and an opportunity to help you launch a successful career. At Stonex India, we are committed to fostering a supportive and inclusive work environment where all employees can thrive.

You will report to our Head Office in New Delhi for your assignment to India & subsequent Orientation Program on 17<sup>th</sup> June 2024.

On the day of your joining, you may please bring along the following:

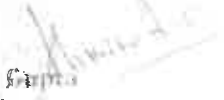
- 1. Proof of age, temporary & permanent address.
- 2. Copies of Educational/Professional Certificates along with originals.
- 3. Pan card & Aadhar card (both are mandatory) & 4. Passport-size photograph.

The offer is valid subject to background verification clearance.

Please indicate your acceptance of this offer by signing and returning a copy of this letter at the earliest.

We are excited about the opportunity to welcome you to our team and your potential contribution to Stonex India.

For, Stonex India Pvt Ltd,

  
Himika Arora Gupta  
(Group CHRO)

I have read and understood the above terms and conditions and I understand to abide by them.

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




22

Date 30 June, 2024

## Offer Letter

**Ksheetija Das**  
Associate Marketing Coordinator  
NELSON Worldwide,  
New Delhi, India

Subsequent to your successful interview with NELSON Worldwide, New Delhi, India, we are pleased to offer you the position as Associate Marketing Coordinator NELSON Worldwide, New Delhi, India. We take pleasure to inform you that your 4.5LPA (Performance Based).

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.

You are requested to join us on or before 5 August, 2024, failing which this employment offer will stand rescinded.

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.

Yours truly,

Head- Human Resource



123

Sub - Offer Letter

19 March 2024

Dear Kshitiz Sharma

We are happy to offer you the full-time role of Digital Marketer with a start date of July 15, 2024, at MyMoney Mantra. subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly compensation is Rs 5,00,000/- per Annum. Your employment 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.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards, *Ankita*  
Ankita Soni  
HR Manager





12A

---

Letter of Intent

19 February 2024

Dear Kuldeep Singh

Welcome to Mirth Media Group

Looking forward to have you in our team. We have pleasure to offer you the post of Sales Executive. Your date of appointment is effective from the date of joining, which shall be on or before 1st JULY 2024 . You will be eligible for annual salary of INR 3,00,000 per annum.

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.

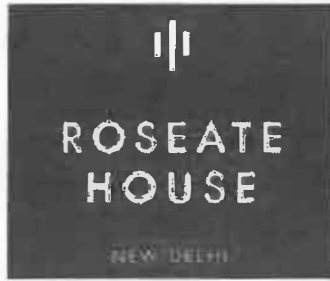
Our company will provide you with a computer and its necessary accessories for the duration of your employment.

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.

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

Regards,  
Priyanka Gupta  
HR Manager





125

Asset 10, Northern Access Rd, Aerocity,  
Hospitality District, Indira Gandhi International  
Airport, New Delhi, Delhi 110037

LETTER OF OFFER OF EMPLOYMENT

July 10, 2024

Lakshay Rana  
General Manager  
Roseate House,  
New Delhi, Delhi, India.

Dear Lakshay Rana

Following our recent discussions, we are delighted to offer you the position of General Manager 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: General Manager

Start date: Aug 11, 2024

Salary: 6LPA

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.



126

# Architecture Collective

Lalit Raj  
Architect  
Architecture Collective  
Gurgaon

Congratulations,

**Start Date:** Your start date will be 21 July 2024

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 Edifice, and will be reporting to Director –Finance and Account. You are offered Rs 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.

Thanks and Regards

Yours Faithfully

HR Manager

Systematic offer letter



RSP Developers

127

Plot Number- 657, Ground Floor,  
Main Mathura Road, Faridabad Sector 16a,  
Faridabad - 121002

Date: 20 July, 2024

## Offer Letter

Lavanya Yadav  
Head Coordinating Architect  
RSP Developers,  
Gurugram, Haryana, India

Dear Lavanya Yadav

Congratulations! We are pleased to confirm that you have been selected to work for RSP Developers , Gurugram, Haryana, India We are delighted to make you the following job offer. The position we are offering you is that of Head Coordinating Architect at a monthly salary of 40,000/-with an annual cost to company 4,80,000.Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Head Coordinating Architect
- 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 20 July, 2024. 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 RSP Developers , Gurugram, Haryana, India . and look forward to working with you.

Sincerely,

Head HR





128

# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

---

Date: 20 July, 2024

To  
**Lisuka H Ayemi**

**Date: 30<sup>th</sup> August, 2024**

**Sub: Letter Of Intent**

**Dear Lisuka H Ayemi**

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, 2024** 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*

---

## **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 Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,

**For and on behalf of Geetanjali Homestate Pvt Ltd.**



Sub - Offer Letter

24 March 2024

Dear Lokender Singh

We are pleased to extend to you our offer of a full-time position as Assistant Business Development Associate at Kotak Mahindra Bank. We think your abilities will be a perfect fit for our company. The beginning annual salary for this position is 5,00,000/-.

You and the company may end the employment relationship at any moment for any reason. Your employment will be on an at-will basis. This letter does not represent a job offer with a set duration or contract. As a team member of Our Organisation, we kindly request your dedication to providing exceptional quality and outcomes that surpass our clients' 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.

As compensation, we promise to provide you every chance to develop, learn, and reach your full potential. We have no doubt that this new opportunity will be lucrative and challenging for you.

Your acknowledgement of the offer will be shown by your signature and return of this letter. Please reply by July 1st, 2024, at the latest. We are excited to have you join our team! Please do not hesitate to contact us at your earliest convenience if you have any question

Regards,   
Manvi Singh  
HR Manager





130

Date: 19-04-2024

Dear Lucky Kumar,

This is to inform you that we, TATA 1MG Healthcare Solutions Private Limited, do hereby appoint you as an Intern in our organization.

**Offer Details:**

<b>Date of Joining</b>	30-04-2024
<b>Designation (Title)</b>	Intern
<b>Stipend (Per Month)</b>	INR 10,000 Per Month
<b>P&amp;L</b>	B&M Retail
<b>Department</b>	Store Operations
<b>Sub Department</b>	Store Pharmacy Operations
<b>Sub-Sub Department</b>	Store Pharmacy Operations
<b>Internship Duration</b>	2 Months ( 30-04-2024 to 29-06-2024)

**Documents:**

You are requested to bring along the following documents on your date of joining and hand over (photocopy only) as mentioned below: -

Passport Size Photograph – 3 nos, Self-attested documents of all your educational and degree certificates (10th to Highest qualification), Permanent & Temporary Address proof Copy of Pan Card ID proof (Voter ID Card / Passport / Driving License / Aadhar Card).

OC letter From College Authority

Kindly return the duplicate copy of this offer letter, signed as a token of your acceptance.

For TATA 1MG Healthcare Solutions Private Limited,



Ina Bajwa  
Authorized Signatory



**TATA 1MG HEALTHCARE**

Tata 1mg Healthcare Solutions Pvt. Ltd. (formerly known as 1MG Healthcare Solutions Private Limited) and Tata Mediant Private Limited  
Registered Office: Tower 1, Vasant Square Mall, Pocket V, Sector 8, Vasant Kunj, South Delhi-110070  
Corporate Office: 14th Floor, Sector 8, Gurgaon, Haryana  
PAN No. AAFCD7691C CIN No. U74290DL2016PLC102614  
Corporate Office: 14th Floor, Sector 8, Gurgaon, Haryana  
Presidency Building, 4th & 5th Road, Sector 14, Gurgaon, Haryana



BRIGHT  
HOSPITALITY

131

Date 3 April, 2024

Offer Letter

Dear Mallika Rao  
Associate- Marketing and communications  
Bright Hospitality Private Limited,  
Gurugram, Haryana, India

Dear Mallika Rao

We are pleased to extend an offer of employment to you for the position of Associate- Marketing and communications at Bright Hospitality Private Limited, Gurugram, Haryana, India. We believe your skills and experience will be an ideal fit for our team.

**Position:** Associate- Marketing and communications

**Start Date:** 1 August, 2024

**Salary:** 6LPA

Your employment with Associate- Marketing and communications 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,

*Dhruv Bhatia*

HR Manager





132

09 January 2024

Dear Manav Singh


Congratulations! We are pleased to offer you the position of Software Engineer at Byju's. Your annual cost to company is INR 4 Lakhs per annum.

Your salary will be paid on the last working day of each month through direct deposit/cheque. Your starting date is 24/07/2024, and your base location will be Gurgaon.

As a benefit, the company will pay the full premium for your inclusion under the Group Health Insurance. Gratuity, as per the Gratuity Act, will be given upon leaving the company after completing a minimum of five years of employment.

If you decide to accept this job offer, kindly sign and send back this letter within 1 month. Once we get your confirmation, we'll share your onboarding details.

We look forward to working with you. Please let us know if you have any questions or concerns.

  
Regards,  
Sujal Kumar  
HR Manager



3305 Highway 60 West, Faribault, MN 55021



133

Date: 27-03-2024

Dear Manish Singh,

This is to inform you that we, TATA 1MG Healthcare Solutions Private Limited, do hereby appoint you as an Intern in our organization.

**Offer Details:**

Date of Joining	02-04-2024
Designation (Title)	Intern
Stipend (Per Month)	INR 10,000 Per Month
P&L	B&M Retail
Department	Store Operations
Sub Department	Store Pharmacy Operations
Sub-Sub Department	Store Pharmacy Operations
Internship Duration	2 Months ( 02-Apr-2024 to 01- Jun-2024)

**Documents:**

You are requested to bring along the following documents on your date of joining and hand over (photocopy only) as mentioned below: -

Passport Size Photograph – 3 nos, Self-attested documents of all your educational and degree certificates (10th to Highest qualification), Permanent & Temporary Address proof Copy of Pan Card ID proof (Voter ID Card / Passport / Driving License / Aadhar Card).

✓OC letter From College Authority

Kindly return the duplicate copy of this offer letter, signed as a token of your acceptance.

For TATA 1MG Healthcare Solutions Private Limited,



**Ina Bajwa**  
**Authorized Signatory**



**TATA 1MG HEALTHCARE**

Tata 1mg Healthcare Solutions Pvt. Ltd. (formerly known as 1MG Healthcare Solutions Private Limited and One 1 Medical Private Limited)  
Registered Office: Level 3, Vasant Square Mall, Pocket V Sector 14, Vasant Kunj, South Delhi 110071  
Ph: 011-4372-9900 (toll free) | Email: info@1mg.com | GST No. 07AAR122697C120 | PAN No. AARCD7591 | CIN No. U24150DL2016PT000634  
Corporate Office: 5th Floor, Tower B The Presidency, Ring Road 1MG Road Sector 14 Gurgaon 122001 Haryana

134



**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CP Kukreja Architects Offer Letter**

Dear Mansi Gupta  
Interior Designer  
CP Kukreja Architects  
New Delhi, India

Dear Mansi Gupta

We are pleased to extend an offer of employment to you for the position of Interior Designer at CP Kukreja Architects, New Delhi, Delhi, India. We believe your skills and experience will be an ideal fit for our team.

Position: Interior Designer

Start Date: 12 August, 2024

Salary: 5LPA

Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30 Days. 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 be 'G...'.

HR Manager





135



## Shroff Eye Centre

*a vision of excellence*

Date : 05 April, 2024

Dear Mansi Gupta  
Optometrist  
Dr. Shroff's Eye Center, Delhi, New Delhi, India

Subject: Offer of Employment at Dr. Shroff's Eye Center, Delhi, New Delhi, India

We are delighted to officially appoint you to the position of Dr. Shroff's Eye Center, Delhi, New 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: Optometrist
- Department: Optometry
- Reporting to: Sankar Ahuja
- Start Date: 20 August, 2024
- Compensation: 3LPA

Dr. Shroff's Eye Center, Delhi, New Delhi, India. on 20 August, 2024 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



# bittech

136


## Offer Letter

18 January 2024

Dear Mayank Tiwari

With great pleasure, we extend to you an offer to work as Software Developer. Your yearly expense to the organisation is INR 5 Lakhs. Every month on the last working day, you will get your salary via direct deposit or cheque. Gurgaon will serve as your base of operations, and your start date is December 8, 2024. The upside is that the firm will cover the entire cost of your group health insurance premium. According to the Gratuity Act, a worker will receive a gratuity when they leave the company after working there for at least five years.

If you decide to accept this job offer, kindly sign and send back this letter within 1 month. Once we get your confirmation, we'll share your onboarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Regards,  
  
Keshav Kumar  
HR Manager



Plot No 76 D, Phase IV, Sector 18, Gurugram, Haryana 122001

137



**OFFER LETTER PRIVATE AND CONFIDENTIAL**

Date: 20 February 2024

Dear Mayank Gupta

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: **Associate**. 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 ils (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. 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 allow ancesare Pre-Tax amounts and will be tax able 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**

2.1Your 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.

2.2You are also required to perform the set asks 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**

3.1Atpresent, 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 title 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 you 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 in case 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 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 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



Letter Of Intent

Date : 28 March 2024

Dear Mayur Kataria,

Following our recent discussions, we are delighted to offer you the position of Business Development Associate 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.

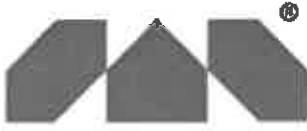
In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization.

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,  
Priyanka  
HR Head





THE  
**MELANGE**  
**STUDIO**

139

**LETTER OF OFFER OF EMPLOYMENT**

May 10, 2024.

**Mehak Arora**

**Junior Architect**

**The Melange Studio,**

**Delhi, India**

**Dear Mehak Arora**

Following our recent discussions, we are delighted to offer you the position of **Junior 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 terms and conditions we are proposing.

**Title: Junior Architect**

**Start date: Aug 11, 2024**

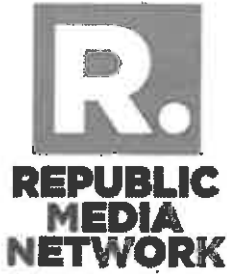
**Salary: 4.5LPA**

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

Sincerely,

**Recruitment Manager,**





140

Date 30 June, 2024

Meshram Vipin Dilip

Producer  
Republic World  
Noida, Uttar Pradesh, India.

Dear Meshram Vipin Dilip

We are pleased to offer you the part-time student employment position of Producer at Republic World, Noida, Uttar Pradesh, India. with a start date of 3 August, 2024 contingent upon You will be reporting directly to Anjali Gupta at Republic World, Noida, Uttar Pradesh, India. We believe your skills and experience are an excellent match for our department. The hourly rate for this position is 7 LPA to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Republic World, Noida, Uttar Pradesh, India. 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 Pepperidge, 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,

Your Signature



141



# *Sikka Associates Architects*

New Delhi, New Delhi

Date: 15 April, 2024

Midhunraj.C.T  
Architect  
Sikka Associates Architects  
Delhi, India

**Subject: Offer of Employment at Sikka Associates Architects, Delhi, India**

We are pleased to extend to you the offer of employment for the position of Architect at Sikka Associates Architects, Delhi, 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 1 Aug 2024

**Position:** As a 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. Your starting salary will be 5 LPA, before deductions and with holdings. 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



This is an automatically generated email



142



**OFFER LETTER PRIVATE AND CONFIDENTIAL**

Date: 20 February 2024

Dear Mithun Cherian

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: **Sales Executive**. 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 ils (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. 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 allow ancesare Pre-Tax amounts and will be tax able 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**

2.1Your 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.

2.2You are also required to perform the set asks 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**

3.1Atpresent, 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 title 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 you 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 in case 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 able 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 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





## OFFER LETTER PRIVATE AND CONFIDENTIAL

Date: 20 February 2024

Dear Khushi Phawa

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: **Associate**. 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 ils (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. 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 allow ancesare Pre-Tax amounts and will be tax able 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

2.1Your 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.

2.2You are also required to perform the set asks 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

3.1Atpresent, 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 title 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 you will be processed according to legal complaint 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 in case 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 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 Agree mentor 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



143



**ARCHITECT SURI  
& ASSOCIATES**  
*designing spaces then creating volumes*

Date: 22 June, 2024

**Mohd Rahil Khan**  
**Junior Architect**  
**Architect Suri and Associates**  
**Chandigarh, India**

**Congratulations,**

We are pleased to extend to you the offer of employment for the position of Junior Architect at Architect Suri and Associates Delhi, 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 21 July 2024

**Position:** As a Junior Architect you will report directly to the Head of Department, Ms. Shivani and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 4 LPA , before deductions and withholdings. 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. **It-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**

Auto generated offer letter





144

Mohit Sharma

Date: June 12, 2024

Designer

Tata 1mg,

Gurugram, Haryana, India

**Sub: Offer Letter for the post of Designer**

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

*Rajya Agarwal*

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001



**SRIAAS**  
SR INSTITUTE OF ADVANCED  
AYURVEDIC SCIENCES

145

Offer Letter

17 February 2024

Dear Mohit Tiwari

Regarding your application for a job with SR Institute of Advanced Ayurvedic Sciences, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Executive.

Your appointment as Consultant optometrist began on 6 August 2024, and you will be on probation for six (6) months following your appointment. Your Yearly annual salary would be Rs.6 Lakhs Per annum.

Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you and wish you every success in your work with us.

Regards,

Avni Kumari

HR Manager



Letter of Intent

25 March 2024

Dear Moksh Duhan

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Business Development Executive at Polyvalent Digital Services. 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. 4,00,000/- 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 19, 2024, 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.

Ankita

Regards,  
Ankita Singh  
HR Manager







**kotak**  
Kotak Mahindra Bank

147

Sub - Offer Letter

24 March 2024

Dear Mukul Yadav

We are pleased to extend to you our offer of a full-time position as Sales Executive at Kotak Mahindra Bank. We think your abilities will be a perfect fit for our company. The beginning annual salary for this position is 4,50,000/-.

You and the company may end the employment relationship at any moment for any reason. Your employment will be on an at-will basis. This letter does not represent a job offer with a set duration or contract. As a team member of Our Organisation, we kindly request your dedication to providing exceptional quality and outcomes that surpass our clients' 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.

As compensation, we promise to provide you every chance to develop, learn, and reach your full potential. We have no doubt that this new opportunity will be lucrative and challenging for you.

Your acknowledgement of the offer will be shown by your signature and return of this letter. Please reply by July 1st, 2024, at the latest. We are excited to have you join our team! Please do not hesitate to contact us at your earliest convenience if you have any question

Regards,

Manvi Singh

HR Manager



Date : 28 March 2024

Letter Of Intent

Dear Mukul Yadav

Following our recent discussions, we are delighted to offer you the position of Sales Executive with Our Organization. Your Annual salary would be INR 3 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.

Regards,  
Rakesh Tyagi *Rakesh Tyagi*  
HR Head





149

Nabhanya Anand

Date: June 12, 2024

Designer

Tata 1mg,

Gurugram, Haryana, India

**Sub: Offer Letter for the post of Designer**

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

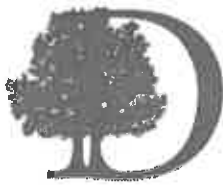
A detailed letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company. action reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us.

Thanks and Regards

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001



150

# DOUBLETREE by Hilton™

## Offer Letter

Dear Naman Ohri  
Executive Chef  
Doubletree By Hilton,  
Gurugram, Haryana, India.

Congratulations! We are pleased to confirm that you have been selected to work for Doubletree By Hilton, Gurugram, Haryana, India. We are delighted to make you the following job offer. The position we are offering you is that of Executive Chef at a annual cost to company 5LPA. 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 01-08-2024. 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 Doubletree By Hilton, Gurugram, Haryana, India. and look forward to working with you.

Sincerely,

Head HR



Gurugram, Haryana, India



Studio Arunisha

151

OFFER LETTER

June, 12, 2024  
Naysha Kumar  
Graphic Designer  
Studio Arunisha  
Gurugram, Haryana, India

Following our recent discussions, we are delighted to offer you the position of Graphic Designer 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.

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: Graphic Designer  
Start date: September 01, 2024  
Salary: 3.8LPA

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

Sincerely,

HR Manager,

This is a machine generated communication.



**To Neeraj singh**

**Date:30<sup>th</sup> May, 2024**

**Sub: Letter Of Intent**

**Dear Neeraj singh,**

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 **4<sup>th</sup> June, 2024** 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)



### **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 Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,  
For and on behalf of Geetanjali Homestate Pvt Ltd.



Authorized  
Signatory

**I hereby agree to and accept the terms of employment offer and shall report for duty on the**

Name-  
Date-



**Annexure 1**

**Name: - Neeraj singh**

**Salary Composition, w.e.f. 04<sup>th</sup> June 2024**

**COMPENSATION ANNEXURE**

S.No	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	12500	150000
2	Dearness Allowance	0	0
3	House Rent Allowance	5000	60000
4	Conveyance Allowance	1500	18000
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	6000	72000
<b>(A)</b>	<b>Gross Salary</b>	<b>25000</b>	<b>300000</b>
<b>STATUTORY DEDUCTIONS FROM MONTHLY GROSS SALARY</b>			
1	EPF deduction of Employee	0	0
2	Employee contribution Employer	0	0
3	Professional Tax (If applicable)	0	0
4	LWF (If applicable)	0	0
<b>(B)</b>	<b>Total Deduction</b>	<b>0</b>	<b>0</b>
	Employer's Contribution of ESI	0	0
<b>(C)</b>	<b>Total Employer Contribution</b>	<b>0</b>	<b>0</b>
	<b>Total CTC (A+C)</b>	<b>0</b>	<b>300000</b>
<b>(D)</b>	<b>Variable ( PLI )</b>		<b>200000</b>
	<b>Total</b>	<b>0</b>	<b>500000</b>

**Please note that there may be variation in monthly and annual CTC, which will be accounted during payroll processing.**

**Deductions**

There will be deductions in the salary as per the Government regulations.



**.Signature of Candidate**



## Letter of Intent

19 February 2024

Dear Nikhil Dhingra

Welcome to Deloitte. Looking forward to have you in our team. We have pleasure to offer you the post of A&IC Advisor. Your date of appointment is effective from the date of joining, which shall be on or before 1st JULY 2024 . You will be eligible for annual salary of INR 5,00,000 per annum.

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.

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

Regards,

Jyesh Kumar

HR Manager





**26 March 2024**

**To,  
Nikhil Rana  
Gurgaon**

**Subject: Letter of Employment**

**Dear Nikhil Rana,**

We are very pleased to offer you employment with us as **Interior Designer - Select**, with effect from **16 April, 2024**. You will be subject to the detailed terms that are mentioned in this letter of employment. You will also be governed by the policies, rules and regulations of the Company, as may be amended and modified from time to time.

Accordingly, please sign and return a copy of this letter of appointment together with the attached Annexure "A" which is the assignment of Trademarks and IPRs to the Company, declare your interests in Annexure "B" and sign off the non-disclosure undertaking which is enclosed as Annexure "C". Please initial each page of this letter.

We thank you in advance for your attention and cooperation in completing and returning these documents, as soon as possible. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between you and us, and the terms and conditions of this letter of employment shall govern your employment with us.

It is a pleasure to welcome you as a member of our company. We are confident that your employment with us will prove mutually beneficial and rewarding, and we look forward to having you join us.

The following terms will govern your employment agreement with us:

### **1. COMMENCEMENT DATE**

Your appointment as Company's full-time employee shall be effective from the date of your joining which shall be on or before **16 April, 2024**. It may be noted that if you do not report for work on or before the date specified above, it shall be deemed that you are not interested in joining the Company and this letter of Employment shall stand automatically withdrawn with effect from one week of the said date.

### **2. REMUNERATION**

Your total gross salary will be as per **Annexure "D"**.



Home Interior Design & Commerce Private Limited  
Regd. Address: 3rd Floor, Allis Business Park, Outer Ring Road  
Gurgaon

91 1543077700 | www.livspace.com | 0147 251719

### **3. PROBATION**

The initial three (03) months from the date of your Appointment will be a "Probation" period during which your suitability for the position that you have been appointed for shall be assessed by the Company. The Company reserves the right to extend your Probation period if deemed necessary.

### **4. RETIREMENT AGE**

You will be retired from the services of the Company on the last day of the calendar month in which you attain the age of Fifty-Eight years, unless the Company at its sole discretion permits you to continue your services.

### **5. TAXATION**

It is your responsibility to meet all requirements under the Indian tax laws, including tax compliance and filing of tax returns. The Company will withhold income tax, profession tax and other statutory deductions as per the applicable laws. Any penalties and or interest due to tax, which is caused by your failure to provide the Company with relevant information or failure to file the tax return, will be your responsibility.

### **6. LOCATION OF EMPLOYMENT AND TRANSFER**

During the period of employment with the Company, the Company may at any time, in its sole discretion, transfer you to any other department of the Company or to any other subsidiary or affiliate of Livspace or to any other location of Livspace. In such an event, the terms and conditions governing your service shall be those applicable at the location of the transfer or those as applicable to employees of such subsidiary or affiliate as the case may be. Your refusal to transfer may be regarded as a breach of your contract of employment and would lead to summary dismissal.

For all Relocations initiated by the Company, the Company will bear the expenses as per the governing Relocation policy. If an employee resigns from his/her employment, or is terminated for cause (including for poor performance), within 1 (One) year from date of relocation, then the Company holds the right to recover 100% of the Relocation cost, including but not limited to transport, stay and other expenses, which has been incurred by the Company on the employee.

### **7. NOTICE PERIOD**

#### **Notice period during Probation:**

During the pendency of Probation, either Party may terminate this Agreement by giving 7 days' prior written notice in writing. Notwithstanding anything contained herein, the Company reserves the right to terminate your employment during the Probation Period without prior written notice in case of occurrence of any event as enumerated below in Clause 8 (Termination for Cause) of this Appointment Letter.



### **Notice period post completion of Probation:**

Post successful completion of your Probation and upon confirmation of your permanent stature within the Company, the employment hereunder may be terminated by either party at any time, without cause; (other than termination by Company for Cause) with prior written notice of **30** days.

Provided however that at the Company's sole discretion, it may immediately relieve the Employee from all duties and responsibilities by payment of **30** days' salary in lieu of such notice. All benefits from the Company shall cease upon completion of this notice period.

However, if you fail to provide the required notice, as stated herein or fail to work through the said notice period and/or co-operate in satisfactory handover of your work, you shall not be entitled for pay equivalent to notice period. These provisions shall not prevent the summary termination of employment based on management policy and procedure.

### **8. TERMINATION**

#### **Termination for cause:**

The Company may terminate your employment without any prior written notice, without any payment on occurrence of any of the following event(s):

- i. If found to be guilty of any act of dishonesty or serious misconduct;
- ii. Any act which brings you, the Company or any Group Company into disrepute;
- iii. If you are convicted of any criminal offence;
- iv. In case of any misrepresentation, false statements or omitted any material facts in connection with your employment;
- v. In case of unsatisfactory or poor performance; or any serious breach or any repeated or continued material breach of any Company Policies or any obligations owed towards the Company in lieu of your Employment Letter.

Please note that the Management's decision on any such issue shall be final and you shall be bound to abide by the same.

### **9. CONSEQUENCE UPON TERMINATION**

In furtherance to clause 8 of this Agreement, upon termination of employment for any reason whatsoever, you shall return to the Company any or all papers, cheques/ cash, drawings, designs, and any other material on any media containing or disclosing any Confidential Information that is in your possession or under your control which relates to your employment in any manner. You shall also return the Company Assets including laptop, phone or any other electronic products, keys, identification cards or other property belonging to the Company or any customers of the Company.

Your full and final settlement shall be subject to you returning the Company's, group companies' and/or its affiliate's properties lying with you, if any.



## **10. CONFIDENTIALITY**

You are required to conform to the Company's policy regarding disclosure of Information and industrial property and consequently, when accepting this offer of appointment, you are requested to sign Annexure "A" attached hereto, which constitutes part of your contract of employment.

## **11. HEALTH AND SAFETY ISSUES**

The Company intends to provide a pleasant and healthy work environment. As an employee of the Company, you will be expected to ensure that safety precautions are taken. Smoking is not allowed on the Company's work premises. The use of illegal drugs is forbidden.

## **12. OTHER EMPLOYMENT AND ASSIGNMENT**

You will not take up any employment or assignment with, or remuneration or honorarium from any other organization, body or person without the consent of the Company in writing during the tenure of your employment with the Company. It is also to be stated that you will not take up any employment or assignment with, or remuneration or honorarium from any other organization, body or person in direct competition with the Company up till 6 months from the date of your exit from the Company in the event of termination of employment. You are required to make a full disclosure of any dealing you propose to enter directly or through any of your relatives or family members with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

This Letter of Employment is personal to you and you shall not assign any rights and obligations to any third party in any manner whatsoever. The failure/silence of the Company at any time to insist on performance of any obligation under this Letter shall not be treated as a waiver of its rights.

## **13. POLICIES & PROCEDURES**

While in the service of the Company, you will be governed by the Company's Policies and Processes currently in existence, and those, which may be introduced from time to time hereafter to address changing circumstances and to all common law and statutory provisions, which may be applicable. All policies and procedures of the Company including any modifications thereof shall be deemed to be read, understood and accepted by you. Any act in violation of the policies and procedures of the Company will be deemed to be the breach of the employment contract.

## **14. LAWS OF THE COUNTRY**

This letter of employment is governed by and shall be construed and interpreted in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the courts of Bangalore.



## 15. ROLE

The executive shall perform tasks that may include but not limited to **Interior Designer - Select** in the company.

## 16. YOUR UNDERTAKINGS

16.1. During the period of your employment with the Company, you shall neither give nor accept any gifts or favors from any source/entity. The Company values honesty of intent and purpose in all the business transactions with its employees, customers, suppliers, vendors, government agencies, public bodies, media and associates. Equity and fairness shall be the benchmark of Company's dealings with them. Any violation to the prescribed code of conduct of the Company will be viewed very seriously and will be considered a breach of contract.

16.2. The Company prides itself as a Company with highest order of ethical conduct in dealing with customers, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company, it is important that you fully understand this philosophy and the policies governing it. You shall maintain utmost discipline and good conduct in your dealing with your colleagues, customers etc., The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment, gender discrimination, misuse of Company's property, theft, cheating or any such act of any individual or body of individuals.

16.3. You shall, at all times while at the Company's premises undertake to:

1. Act diligently, ethically, soberly and honestly;
2. Shall not consume or be under the influence of alcohol or use any drug, unless prescribed by a medical practitioner or lawfully available without prescription and used in accordance with directions;
3. Comply with all occupational health or safety policies of the Company including (but not limited to) those relating to a smoke free environment;
4. Comply with all procedures, rules, regulations, code of conduct, and lawful directions of the Company in respect of the use of its premises, equipment, business ethics or methodology or contact with the staff or customers;
5. To devote your focused attention, knowledge and skill exclusively to pursue the business and interests of the Company;
6. Shall not engage or involve in any business apart from the provision of the Services whilst on the Company's premises or otherwise performing the Services;
7. Not to commit any criminal offence and not otherwise breach any law or regulation which could adversely affect the interests of the Company or the provisions of the Services;
8. Not to sexually harass any person;
9. Unlawfully engage in discriminatory behavior;
10. Carry and display at all times, the appropriate company identification;
11. Not otherwise act in any manner which could disrupt or adversely affect the Company's business reputation, interests or goodwill;



12. To abide by all the existing and/or future rules, regulations, policies of the Company and all amendment or modification thereto shall be binding on you.

### 17. PROOF OF QUALIFICATIONS

You are required to present the proof of academic qualifications. If any documentary proof is not genuine or any information supplied by you is incorrect this could result in summary termination of your employment.

### 18. AMENDMENTS AND MODIFICATIONS

The Company shall be free to modify the terms of this Letter and notify you of the same and such amendments shall be binding on you.

### 19. ENTIRE AGREEMENT

This letter contains the entire understanding between yourself and the Company and supersedes any previous agreement and arrangements relating to your employment.

Please signify your acceptance of the conditions by signing in the space provided and returning to us the attached copy of this letter. We welcome you to Home Interior Designs E - Commerce Private Limited and wish you a long and happy work association.

Yours sincerely,

For Home Interior Designs E - Commerce Private Limited.



**Gorika Luthra**  
Authorised Signatory

### ACCEPTANCE OF THE EMPLOYMENT LETTER

I, **Nikhil Rana**, have read, understood and hereby confirm the acceptance of the foregoing conditions as well as all the policies and procedures of the Company.

Signed: Nikhil Rana

Dated: 01/04/2024

Place: **Gurgaon**



## **ANNEXURE - A**

### **ASSIGNMENT OF PATENT RIGHTS AND OTHER INTELLECTUAL PROPERTY RIGHTS TO HOME INTERIOR DESIGNS E - COMMERCE PRIVATE LIMITED.**

I, **Nikhil Rana**, undertake and agree that I will, free of any consideration, forthwith disclose to Home Interior Designs E - Commerce Private Limited. or its affiliates (hereinafter referred to the "Company") all discoveries, processes and inventions, made or conceived by me (whether alone or in conjunction with others), whilst I am employed by the Company and during the course and scope of my employment, relating to or useful in any business carried on by the Company or by any company or other legal entity to which the Company provides secretarial and/or technical and/or administrative and/or advisory services. I herewith undertake to assign to the Company all my rights and interest in any such inventions and undertake at the request of the Company to do all such acts and sign all such documents as may be necessary for the Company to file patent applications in respect of such inventions in its name.

I agree that the Company may make application at its cost and expense for patents, registered designs and other intellectual property rights, to be obtained in the name of the Company or its nominee(s) in India and in any other country in respect of the said discoveries, processes and inventions. I further agree that I will, free of any consideration, sign all such documents relating to such discoveries, processes and inventions as may be necessary to give effect hereto and further, without charge for my services, I will give the Company or its nominee/s and its patent agents or attorneys all reasonable assistance in preparing applications and drawing claims and, from time to time, upon the request and at the cost and expense of the Company, I will do all things as are required in order to protect the rights of the Company or its nominee(s).

In the event that I should fail to sign any documents as hereinbefore provided and to hand the same to the Company within seven (7) days after being called upon to do so in writing, then I irrevocably nominate, constitute and appoint any director for the time being of the Company as my true and lawful attorney and agent to do so on my behalf, hereby ratifying, allowing and confirming whatsoever such attorney and agent shall do or cause to be done by virtue of these presents.

If the Company does not wish to avail itself of any such discoveries, processes and inventions it will advise me thereof in writing and I will then be at liberty to disclose such discoveries, processes and inventions elsewhere and to take out patent and other intellectual property protection in respect thereof in my own name and at my own cost and responsibility, and generally to deal therewith as I may see fit.

I shall not do or indulge in any of the following, without the prior written consent of the Company:

(a) Compete: During the employment period and for a period of at least 2 (two) years after the employment period, I shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with my obligations to the Company and/or its





(c) The parties shall have the ability to obtain Interim, Injunctive or equitable relief as permissible under applicable law.

I acknowledge that the copyright in any works, as referred to in the first paragraph of this document, made by me during the course of carrying out my duties with the Company, irrespective of whether such works were made during office hours or otherwise, or were made at the premises of the Company or otherwise, will vest in the Company. I waive in favor of the Company any so-called moral rights which might otherwise accrue to me in any of such works.

**SIGNED** :           *Nisha Rao*          

**DATE** :           09/04/2024          



Home Interior Designs E-Commerce Private Limited  
Regd. Address: 3rd Floor, Airbis Business Park, Outer Ring Road,  
Bellandur, Bengaluru, Karnataka 560103  
+91-8046670700 | www.livspace.com CIN: U52390KA2014PTC074986

affiliates/associates/group companies. This time duration applicable to this requirement can be reduced/waived-off with the explicit prior approval of HR Head of the Company

(b) Solicit Business: During the employment period I shall not solicit, endeavor to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase products / services from any person, firm, corporation, Institution or other entity in which I have direct or indirect interests & such person, firm, corporation, Institution or other entity is in competition with the business of the Company and/or its affiliates/associates/group companies.

(c) Solicit Personnel: During the employment period and for a period of at least 2 (two) years after the employment period, I shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, vendor, adviser or in any other manner) to terminate or otherwise cease such employment or engagement with the Company and/or its affiliates/associates/group companies or become the employee of or directly or indirectly offer services / products in any form or manner to himself or any person or entity which is a competitor of the Company and/or its affiliates/associates/group companies.

I acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company irreparable injury. Therefore, I agree that the Company shall be entitled to an Interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain me from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against me as provided under laws.

If I at any time found guilty of misconduct or commit any breach of this Agreement, or refuse or willfully neglect to perform to the satisfaction of the Company or any of the Associated Companies in connection with whose business I may be engaged, the Company may at once, without any previous notice, terminate my appointment.

#### **Dispute Resolution:**

(a) All disputes & differences arising out of or in connection with any of the matters set out in the Agreement, if not resolved by mutual discussions, shall be resolved by arbitration in accordance with the Rules of Conciliation and Arbitration of the International Chamber of Commerce for the time being in force, which rules are deemed to be incorporated by reference in this Clause. The Arbitration & Conciliation Act, 1996. The Company shall appoint 1 (one) arbitrator and the employee shall appoint 1 (one) arbitrator and thereby both arbitrators so appointed shall appoint a third presiding arbitrator. The language of the arbitration shall be English and the seat of arbitration shall be Bangalore, India.

(b) The arbitrators shall be entitled to award costs of the arbitration. Subject to the aforesaid, each party to arbitration shall bear its own expenses in relation thereto, including but not limited to such party's attorneys' fees and the expenses and fees of the arbitrator shall be borne equally by the parties to the dispute.



## **ANNEXURE - C**

### **NON-DISCLOSURE UNDERTAKING**

I, **Nikhil Rana**, by signature hereunder, hereby acknowledge and accept:

1. That during the existence of this contract of employment with Home Interior Designs E - Commerce Private Limited (hereinafter referred to as "the Company"), information which is of a confidential and protectable nature ("confidential information") will not be disclosed, in the execution of my duties other than to authorize Company officials.
2. That this confidential information includes, but is not limited to, information and knowledge concerning trade secrets, specifications and data, drawings, photographs, microfilm, memoranda, films and video material, recording tapes, systems, statistics, methods, plans, software and information systems, programmes, Intellectual property, licensing arrangements or any other confidential, proprietary or secret commercial, technical, industrial and/or financial information relating to the Company, to my employment with the Company and/or to other companies, enterprises or activities associated with the Company.
3. That I shall not (save insofar as is necessary and appropriate in the ordinary course of my employment) disclose to any person whatsoever, during the existence of this agreement or thereafter, any information of a confidential and protectable nature, without the prior written consent of the Company.
4. That I shall not copy or reproduce, or cause to be copied or reproduced, by any means, any confidential information other than for the purpose of my employment with the Company after being authorized or instructed by the Company to do so.
5. That I shall not disclose any confidential information in any legal proceedings in a court or before any tribunal, or in preparation for such proceedings, unless authorized thereto by the Company or compelled by law to do so.
6. That I further undertake and agree upon termination of my employment with the Company to hand over to the Company Secretary or other authorized official of the Company all property of the Company in my possession or under my control, including but not limited to any papers, drawings, plans, recording tapes, samples, models, computer discs or similar technology, or other equipment or accessories or items in my possession or under my control, which may contain information of a confidential and protectable nature or which relate to or are in any way connected with the business and affairs of the Company or any of its subsidiary companies, or any company with which it is associated or to which it is affiliated, or which are the property of the company.
7. That I further undertake that after leaving the Company, I shall not directly or indirectly hire anyone from the Company for a period of one year from the date of my leaving.



**ANNEXURE - D  
COMPENSATION STRUCTURE**

Name	Nikhil Rana	
Designation	Interior Designer - Select	
W.E.F	16 April, 2024	
<b>Particulars</b>	<b>Per Month In Rs.</b>	<b>Per Annum In Rs.</b>
<b>Statutory</b>		
Basic	21,010	2,52,120
Employer's contribution to Provident Fund	1,800	21,600
<b>Flexible</b>		
HRA	0	0
Books & Periodicals Allowance	0	0
LTA	0	0
Meal Allowance	0	0
Phone & Broadband Allowance	0	0
Taxable Allowance	1,190	14,280
<b>Fixed Compensation</b>	<b>24,000</b>	<b>2,88,000</b>
<b>Variable Pay**</b>		<b>72,000</b>
<b>Cost To Company</b>		<b>3,60,000</b>

**BENEFITS \***

Employees are eligible for benefits in addition to the compensation specified above. These are subjected to changes as per company policy, issued from time to time

- Gratuity (As per Payment of Gratuity Act, 1972)\*
- Medical Insurance Coverage (Employee + Spouse + 2 Children)
- Personal Accident Insurance Cover
- Group Term Life Insurance

**DEDUCTIONS**

- All Salary payments are subjected to TDS under Income Tax Act, 1961, as applicable.
- All salary payments are subject to applicable Labour Laws Viz, The Employees Provident Funds and Miscellaneous Provisions Act 1952, The Shops and Establishment Act, Labour Welfare Fund Act, Employees State Insurance Act 1948 and other laws as applicable



**Variable Pay\*\***

You will be eligible for **INR 72,000/-** per annum as a performance-linked "variable Pay" which will be paid **Monthly** as per the performance-linked "variable Pay" terms and conditions. The variable Pay amount will be determined as a factor of Individual and Company performance. The criteria for variable Pay eligibility will be shared with you by your manager.

**Deductions:**

Kindly note that statutory deductions like Income Tax and Professional Tax shall be made from your monthly salary. You will be required to submit your income tax declaration. Your monthly salary payment will be computed accordingly.



Home Interior Designs E-Commerce Private Limited  
Regd. Address: 3rd Floor, Aurbis Business Park, Outer Ring Road,  
Bellandur, Bengaluru, Karnataka 560103  
+91-8046670700 | www.hivspace.com CIN: U52390KA2014PTC074986

**ANNEXURE- F**  
**UNDERTAKING FOR PERSONAL EQUIPMENT/DEVICES**

By signing this Undertaking, I, Nikhil Rana hereby acknowledge and agree that:

1. My employment is conditional upon my ownership and usage of IT equipment (including but not limited to personal laptop, mobile phones, accessories such as internet dongles, headsets etc.) ("**Devices**") as may be required to fulfill my obligations effectively during the course of my employment.
2. I shall have the Devices in active working condition at all times, having the specifications as listed below and I confirm that I shall be liable for all costs and risks associated with my personal Devices including not limited to maintenance, software/hardware failures, operating system errors that render the Devices unusable.
3. Devices shall not be used at any time to (i) store or transmit: (a) illicit materials; (b) proprietary information belonging to another company; (c) illegal/ pirated materials and/or (d) obscene, profane, threatening or disrespectful content or (ii) access any unauthorized or confidential Company data.
4. I am expected to use the Devices in an ethical manner at all times and adhere to the Company's IT policy. I understand that the Company is committed to maintaining the integrity and confidentiality of all customer data and has a zero tolerance policy on security breaches or disclosure of confidential data.
5. Devices must be presented to the Company's IT team for proper job provisioning and configuration of standard applications, if required, such as browsers, sales software and security tools, before commencement of official work.
6. During the term of employment, designated IT personnel of the Company shall have the authority to conduct any kind of assessments/ inspections on a periodic basis (as per Company's discretion) in order to assess the compatibility & efficiency of the Devices for official work.
7. Any/ all deficiencies as informed by the IT personnel shall be improvised at my own cost within 7 days from the date of intimation unless agreed upon otherwise in writing by the Company. I understand that any failure in adhering to the same may lead to my immediate dismissal.
8. I shall be solely responsible for the safety and security of all Devices brought within the Company premises any time during my association with the Company in any capacity. Notwithstanding anything to the contrary, the Company shall assume no responsibility for any personal Devices, if they are lost or damaged.
9. Notwithstanding anything contained herein, employment/ offer letter or Company policies, the Company shall have the right to take appropriate disciplinary action up to and including, pay deduction or immediate termination without notice for breach of any of the terms of this Undertaking.



## **DEVICES SPECIFICATIONS\***

### **LAPTOP REQUIREMENT:**

1. Software Name-AutoCad LT/CADMATE LT
2. Operating System-Windows® 11,Windows 10 ; Processor-Core I5/I7 2.5-2.9 GHz processor or Ryze
3. Minimum Memory-8GB ; Recommended Memory- 16Gb
4. Display Resolution- 1920 x 1080 with True Color ; Graphics Card-2 or 4 GB ; Hard disk-Minimum 128 GB SSD

### **WIFI:**

1. Network latency of 150 ms or less
2. Download speed of 3 Mbps or greater
3. Wifi: Min 50 Mbps Broadband with unlimited data. Connection with latency of 150 ms or less.

\*These specifications are subject to change from time to time in order to align with tech/software updates to ensure continued productivity of Devices.

I acknowledge that the terms contained in this Undertaking are fair and reasonable including with regard to subject matter, considering the nature of the relationship, are reasonably required by the Company to ensure its goodwill and business.

*Nikhil Rane*  
**Candidate Signature:**

**Name:** *Nikhil Rane*



155

Cryoviva Biotech Pvt. Ltd.  
129, Pace City -1, Sector-37,  
Gurugram, Haryana 122001 India



13 February 2024

Dear Nikita Swain

**Sub: Letter of Appointment**

Regarding your application for a job with our Company, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Jr. Software Engineer with our company. Your appointment as Analyst began on 11/08/2024, and you will be on probation for six 6 months following your appointment. Remuneration: Your monthly remuneration is Rs 42,000/- and Annual salary would be INR 5 Lakhs per Annum. Workplace: Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements. We warmly welcome you to the Company family and wish you every success in your work with us.

Regards,

  
Chandana Sinha

HR Manager







156

Gurugram, Haryana, India

LETTER OF OFFER OF EMPLOYMENT

Ref No. 12347/11019/215

May 10, 2024

Nisha Malik  
BIM Designer  
Bechtel Corporation  
Gurugram, Haryana, India

Dear Nisha Malik

Following our recent discussions, we are delighted to offer you the position of BIM Designer 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 terms and conditions we are proposing.

Title: BIM Designer

Start date: Aug 11, 2024

Salary: 5LPA

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.





157

Unit no-501-508, 5th floor,  
Unitech Trade Center, Sushant Lok Phase I,  
Sector 43, Gurugram, Haryana 122001

Date : 19 January 2024

**Offer Letter**

Dear Nitesh,

**Congratulations!**

You have been selected to join our company through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Sales Executive with a consolidated pay of Rs. 5.2 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!

  
Sonal Rastogi

Head- Human Resource



158

# KAMAKHYAA

H Block, Block G, South City I,  
Sector 41, Gurugram, Haryana 122002

Date 30 June, 2024

Dear Nitish Rana  
UX/UI Designer & Graphic designer  
Kamakhyaa,  
Gurugram

Dear Nitish Rana

We are pleased to offer you the part-time student employment position of UX/UI Designer & Graphic designer at Kamakhyaa, Gurugram, Haryana, India. with a start date of 3 August, 2024 contingent upon You will be reporting directly to Geeta Gupta at Kamakhyaa, Gurugram, Haryana, India. We believe your skills and experience are an excellent match for our department. The hourly rate for this position is 6 LPA to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Kamakhyaa, Gurugram, Haryana, India. 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 Pepperidge, 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,



Your Signature





159

Unit no-501-508, 5th floor,  
Unitech Trade Center, Sushant Lok Phase I,  
Sector 43, Gurugram, Haryana 122001

Date : 19 January 2024

**Offer Letter**

Dear Ojas Tuli,

**Congratulations!**

You have been selected to join our company through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Sales Executive with a consolidated pay of Rs. 4 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!

  
Sonal Rastogi  
Head- Human Resource



160



Zscaler Softech India Private Limited.  
CIN: U72200KA2007PTC043114

February 12, 2024

Oorja Ganga Singh  
G 1104, Emerald Estate  
Emaar India, Sector-65, South city - II  
Gurgaon, Haryana, 122018  
Mobile Number: +91 9971088543  
Email ID: oorjasingh.btech20@sushantuniversity.edu.in

Dear Oorja Ganga,

Subject: Internship with Zscaler

This is in reference to your application to Zscaler Softech India Private Limited ("Zscaler" or "Company") regarding an internship position. We are pleased to offer you an Internship at Zscaler. The Internship training is subject to following conditions-

- 1) Your Internship period will be of 6 months from the Start Date as mentioned in the Annexure-1 to the internship letter ("Internship Letter") and we will pay you monthly stipend of INR 50,000.00 during your Internship training at Zscaler.
- 2) Internship with the Company is subject to successful completion of a background check by an external background screening provider (Sterling Talent Solutions), as per Company's reasonable requirements. You shall receive a notification from Sterling Talent Solutions to provide necessary details required for background verification. The results of the background check will be determined by the Company in its sole discretion.
- 3) During your Internship training period, you will be Interning under the designated mentor and will be required to attend office from designated internship location and would be expected to carry out the assignments and tasks assigned to you sincerely.
- 4) In case you are offered employment by another organisation during your Internship, you must communicate this to your mentor, and take prior approval to end this Internship before the term set out in this Internship Letter.
- 5) It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by the Company upon completion of your Internship.
- 6) At the end of the Internship training period, you may be required to submit a copy of your project report with the Company as directed to you by your appointed mentor.
- 7) The Internship location will be Office - Pune, India. You will abide by the security procedures, Company policies, Code of Conduct and the rules and regulations of the Company.









**C. Non-competition, Non-solicit and Declaration of Interest**

- (i) You acknowledge that during the course of your Internship with the Company, you may become familiar with Company's trade secrets and the other confidential information concerning the Company, its associates, related entities and that your work may be of a special, unique and extraordinary value to the Company. You agree that during the term hereof –
  - (a) you shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business competing with the Company.
  - (b) you shall not directly or indirectly solicit, encourage, or induce any employee, agent, vendor, or consultant to terminate their employment with the Company.
- (ii) Without prejudice to the provisions of Clause C(i) of this Internship Letter, you will notify the Company in writing of all business interests that you have directly or indirectly related to the business or activities of the Company.

**D. Return of Company Property:** Upon completion of your Internship training and at the time of termination of training period with the Company, you shall return all Company materials & documents, I.D. cards, Company accessories, catalogues, manuals, literature etc. and movable and immovable properties such as computers, software and any property belonging to the Company which may have been provided to you during the course of your Internship with the Company or which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.

**E. Stipend:** Your monthly stipend amount as provided in the Internship Letter shall be subject to applicable deductions. The Company may, subject to any relevant legal requirements, deduct from your stipend amounts that you owe to the Company or as required under law. It is clarified that you will not be entitled to any other allowances or benefits given to the regular employees of the Company. The stipend paid to you for your Internship with the Company is not and shall not be construed as "wages" for the purposes of any employment statute.

**F. Termination:**

- (i) During your Internship program, either party may terminate this Internship Letter by giving 2 weeks' notice in writing.
- (ii) The Company shall be entitled to terminate this Internship Letter with immediate effect (but without prejudice to the rights and remedies of the Company for any breach of this Internship Letter and to your continuing obligations under this Internship Letter) if you are guilty of dishonesty or serious or persistent misconduct, or without reasonable cause neglect or refuse to attend your internship or fail to perform any of your obligations hereunder or if you are found lacking in dedication towards your obligations hereunder, or your performance does not meet expectations or if you fail to observe Company's disciplinary rules or any other applicable regulations of the Company.

**G. Data privacy:**

- (i) Prior to as well as during the course of your Internship with the Company, the Company may collect personal and sensitive personal data including but not limited to, your bank details, credit history, medical records and history, and such other personal data or information as it may deem necessary, from time to time, as necessary for the purposes of your internship. Further information about the types of personal







Zscaler Software India Private Limited  
GIN: U72200KA2007PTC043114

data processed by the Company, and the purposes of that processing, are set out in the Company's privacy policy (as amended from time to time). You hereby acknowledge and grant your consent to the Company collecting, using, processing, storing, disposing off, and transferring, whether to any other affiliate company, or to third party service providers, within or outside India, any such personal data relating to you.

(ii) You confirm that you have read and understood the Company's privacy policy and that you shall comply with such policy when processing personal data in the course of your Internship including personal data relating to any employee, Intern, customer, client, supplier or agent of the Company or any associated entity.

H. **Tax Liability:** You will arrange to take care of your tax liabilities, i.e., Income tax, professional tax or any other tax as may be applicable to the aforesaid stipend payments, and the Company will not be liable for the same. All stipend and other payments (if any) paid to you will be subject to tax withholding in accordance with applicable laws.

This Internship Letter along with the Annexure constitutes the entire terms and conditions governing your engagement as an Intern with the Company.

If the above terms and conditions of this Internship Letter are understood and accepted, please return a signed copy of this Internship Letter. This offer will expire in **ONE (1) WEEK** from the date of this letter as mentioned above.

DocuSigned by:  
*Oorja*  
0AF73EF75F804DB...

February 13, 2024 | 11:13 PM PST

Signed: \_\_\_\_\_

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

Name: Oorja Ganga Singh



161



Dear Pakhi Shrivastava,  
Architect  
PARAS Buildtech India Private Limited  
Gurugram, Haryana, India

Congratulations! We are pleased to offer you the position of Architect at PARAS Buildtech India Private Limited, Gurugram, Haryana, India. Your starting salary will be 5LPA , before deductions and withholdings. Your start date will be 20 Aug 2024. 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. We are excited about the possibility of you joining our team at PARAS Buildtech India Private Limited, Gurugram, Haryana, India. Should you have any questions about the offer or the next steps Welcome . If you decide to accept this job offer, kindly sign and send back this letter by 20 Aug 2024. Once we get your confirmation, we'll share your on boarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Sincerely,

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

HR Manager

A faint, circular stamp or seal, possibly a company seal, located in the bottom right corner of the page. The details are illegible due to fading.

Date: 26-April-2024

Ref: CHR/Offer/2024/April/003

## OFFER LETTER

Dear Ms. Palak,

**Congratulations!**

We are pleased to offer you an Employment with **Ambit Bulldwell Pvt. Ltd.** based on the interview discussion you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as **"Trainee - Architect"** based out of **Paras Twin Towers, Gurgaon.**
2. Your date of commencement of Employment will not be later than **03- June-2024.**
3. You will be entitled to receive compensation of **Rs. 5,00,000/-.**
4. Probation period will extend for the first six months from the date of joining.
5. Please bring along the below listed **Original documents** along with **Self Attested Photocopies** on the day of your joining:
  - a) Relieving letter from all previous employers
  - b) PAN Card, Address Proof, Aadhaar Card (Mandatory)
  - c) Original Academic Certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation, Post-Graduation, Diploma)
  - d) Proof of compensation last drawn (3 Months)
  - e) Four Passport size photographs (Recent)
6. You will be required to report for duties at the earliest, but not later than your Date of Joining as mentioned in clause 2 of this letter, failing which this letter shall stand withdrawn automatically, without any further intimation to you. On the day of joining please report to HR, latest by **09:30 AM**, at the following address: **11<sup>th</sup> Floor, Paras Twin Towers (Tower - B), (Before Sector 54 Chowk Metro Station), Paras Twin Towers, Sector - 54, Golf Course Road, Gurugram, Haryana - 122002.**
7. If the terms and conditions offered herein are acceptable to you, please return the acceptance to HR at Email id: [hr@parasbuildtech.com](mailto:hr@parasbuildtech.com) duly affixing your full signature on this letter. Please note that the acceptance copy should reach us within two days of issuance of this letter failing which this offer will stand withdrawn and cancelled automatically, without any further notice to you.

Looking forward to a long and mutually beneficial career with us

For Ambit Bulldwell Pvt. Ltd.

*Sunaina*  
**Ms. Sunaina Mudgal**  
 Head - Human Resource



**Candidate Signature:**

**Date:**



---

## Letter Of Intent

Date : 28 March 2024

Dear Parag Jain

Following our recent discussions, we are delighted to offer you the position of Junior Sales Executive with Our Organization. Your Annual salary would be INR 3 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.

Rajan Tyagi

HR Head

Generated Hiring Offer letter

R-4, near Metro Station, Block R, Kharera, Hauz Khas, New Delhi, Delhi 110016





## Offer Letter

18 January 2024

Dear Paras Chaudhary

With great pleasure, we extend to you an offer to work as Web Developer. Your yearly expense to the organisation is INR 5 Lakhs. Every month on the last working day, you will get your salary via direct deposit or cheque. Gurgaon will serve as your base of operations, and your start date is December 8, 2024. The upside is that the firm will cover the entire cost of your group health insurance premium. According to the Gratuity Act, a worker will receive a gratuity when they leave the company after working there for at least five years.

If you decide to accept this job offer, kindly sign and send back this letter within 1 month. Once we get your confirmation, we'll share your onboarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Regards,  
Keshav Kumar  
HR Manager



Plot No 76 D, Phase IV, Sector 18, Gurugram, Haryana 122001

165

Cryoviva Biotech Pvt. Ltd.  
129, Pace City -1, Sector-37,  
Gurugram, Haryana 122001 India



13 February 2024

Dear Parth Sharma

Sub: Letter of Appointment

Regarding your application for a job with our Company, as well as the subsequent interviews you held with us. We are pleased to offer you a position of Software Developer with our company. Your appointment as Analyst began on 11/08/2024, and you will be on probation for six 6 months following your appointment. Remuneration: Your monthly remuneration is Rs 42,000/- and Annual salary would be INR 5 Lakhs per Annum. Workplace: Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements. We warmly welcome you to the Company family and wish you every success in your work with us.

Regards,

  
Chandana Sinha

HR Manager



## Offer Letter

Dear Parul Verma  
Assistant Fashion Designer  
Newtimes Group of Companies  
Gurugram, Haryana, India

Congratulations! We are pleased to confirm that you have been selected to work for Park+, Gurugram, Haryana, India. We are delighted to make you the following job offer.

The position we are offering you is that of User Experience and interface Designer at a monthly salary of 6 LPA. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: User Experience and interface Designer
- 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 [01-08-2024]. Please report to Mr. Sanjeev 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 1-08-2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Newtimes Group of Companies, Gurugram, Haryana, India. and look forward to working with you.

Sincerely,



Head HR





Poorva Singh  
Digital Marketing Apprentice  
Synergy consultant pvt. ltd.,  
Gurugram, Haryana, India

**Congratulations,**

**Start Date: Your start date will be 21 July 2024**

Further, the management has decided to make a job offer for employment with us for the position of Digital Marketing Apprentice with our organization. You will be placed at our office based at Edifice, 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

Yours Faithfully

Signature

This message was issued automatically.





To  
Prachi,

Date: 30<sup>th</sup> May, 2024

**Sub: Letter Of Intent**

Dear Prachi 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 4<sup>th</sup> June, 2024 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)



### **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 Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,  
For and on behalf of Geetanjali Homestate Pvt Ltd.



Authorized  
Signatory

**I hereby agree to and accept the terms of employment offer and shall report for duty on the**

Name-  
Date-



**Annexure 1**

**Name: - Prachi Sharma,**

**Salary Composition, w.e.f. 04<sup>th</sup> June 2024**

**COMPENSATION ANNEXURE**

S.No	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	12500	150000
2	Dearness Allowance	0	0
3	House Rent Allowance	5000	60000
4	Conveyance Allowance	1500	18000
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	6000	72000
<b>(A)</b>	<b>Gross Salary</b>	<b>25000</b>	<b>300000</b>
<b>STATUTORY DEDUCTIONS FROM MONTHLY GROSS SALARY</b>			
1	EPF deduction of Employee	0	0
2	Employee contribution Employer	0	0
3	Professional Tax (if applicable)	0	0
4	LWF (if applicable)	0	0
<b>(B)</b>	<b>Total Deduction</b>	<b>0</b>	<b>0</b>
	Employer's Contribution of ESI	0	0
<b>(C)</b>	<b>Total Employer Contribution</b>	<b>0</b>	<b>0</b>
	<b>Total CTC (A+C)</b>	<b>0</b>	<b>300000</b>
<b>(D)</b>	<b>Variable ( PLI )</b>		<b>200000</b>
	<b>Total</b>	<b>0</b>	<b>500000</b>

**Please note that there may be variation in monthly and annual CTC, which will be accounted during payroll processing.**

**Deductions**

There will be deductions in the salary as per the Government regulations.

**Signature of Candidate**



169

**Offer Letter**

**Date : 28 January 2024**

**Dear Pragun Gupta**

**Congratulations!**

**You have been selected to join through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Security Consultant 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 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 warmly welcome you to the family!**

**Thankyou**

**Regards**

**Mrunal Rajpoot**

**HR Head**



Computer generated letter.

170

# N M P DESIGN

---

Date: 15 April, 2024

Prakhar Gupta  
Interior Designer  
NMP Design Private Limited,  
New Delhi, Delhi

Dear Prakhar Gupta

**Subject: Offer of Employment at NMP Design Private Limited, New Delhi, Delhi**

We are pleased to extend to you the offer of employment for the Interior Designer at NMP Design Private Limited, New Delhi, Delhi, 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 1 Aug 2024**

**Position: As a 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. Your starting salary will be 4LPA, before deductions and with holdings. 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



## Offer Letter

Dear Prapti Syal  
Executive Chef  
The Oberoi Hotel,  
443 Udyog Vihar, Phase V Gurgaon  
122 016 Haryana

Congratulations! We are pleased to confirm that you have been selected to work for The Oberoi Hotel, 443 Udyog Vihar, Phase V Gurgaon -122 016 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 42,000/-with an annual cost to company 5LPA .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 01-08-2024. 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 The Oberoi Hotel, 443 Udyog Vihar, Phase V Gurgaon -122 016 Haryana. and look forward to working with you.

Sincerely,



Head HR



172



DESIGN CELL

LETTER OF OFFER OF EMPLOYMENT

May 10, 2024

Prarthna Gupta  
Architect  
DESIGN CELL,  
Gurugram, Haryana, India.

Dear Prarthna Gupta

Following our recent discussions, we are delighted to offer you the position of Architect at DESIGN CELL , Gurugram, Haryana, India. 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 terms and conditions we are proposing.

Title: Architect

Start date: Aug 11, 2024

Salary: 6PA

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.



173

MM Towers, Plot No. 8 & 9,  
Phase IV, Udyog Vihar, Sector 18,  
Gurgaon, Haryana  
Email : info@siyaconsultinggroup.com  
admin@siyaconsultinggroup.com

## Offer Letter

23 March 2024

Dear Pratistha Sarswat

Following our recent discussions, we are delighted to offer you the position of Quant Manager 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.

Start date: Aug 18, 2024

Salary: 6 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.

Welcome to the team!

Regards,  
Tajinder Kaur  
HR Manager



Notification from HR is sent automatically.

---

"This is a System generated document and doesnt require physical signature for acknowledgement"



174



17<sup>th</sup> May'2024

**Mr. Prerit Bansal**  
New Delhi

Subject: **OFFER LETTER**

Dear Prerit,

Pursuant to the interview and personal discussions, we are pleased to offer you the position of **Sales Trainee** in our organization on the terms and conditions agreed between us.

A regular letter of appointment will be issued to you on your joining with us. Your place of posting will be communicated to you separately prior to your joining.

This offer letter is valid for 3 days from the date hereof, within which time you are requested to send us your confirmation over mail.

The above offer is subject to submission of a certificate of good health duly signed by a Medical Practitioner and completion of your final academic year with no backlogs along with your acceptance letter.

You are requested to share the scanned copies of the list of documents required as a part of pre joining process (proof of age, Aadhar card, PAN card, a passport size photograph, and degrees / diploma certificate, previous employer work experience letter if any) that you possess for filing their copies in your personal file with us. On the day of your joining at ICA Pidilite Pvt. Ltd., you are requested to bring along with you the original copies of all the above-mentioned documents.

Please return the duplicate of this letter duly signed by you.

We look forward to your joining us at the earliest.

Thanking you,

Yours faithfully,  
For **ICA Pidilite Private Limited**

*S. J. Bijlani*

**Swati Bijlani**  
Head – HR

Signature of candidate: \_\_\_\_\_



**ICA Pidilite**  
CIN  
U24233MH2015PTC270308

REGISTERED OFFICE  
ICA Pidilite Pvt Ltd  
A Joint Venture of ICA and Pidilite  
403/404, 4<sup>th</sup> Floor, Satellite Silver Building  
Near Marol Metro Station, Andheri Kurla Road  
Marol Naka, Andheri East, Mumbai 400059

CORPORATE OFFICE  
ICA Pidilite Pvt Ltd  
A Joint Venture of ICA and Pidilite  
403/404, 4<sup>th</sup> Floor, Satellite Silver Building  
Near Marol Metro Station, Andheri Kurla Road  
Marol Naka, Andheri East, Mumbai 400059

T +91 22 22613 12345  
info@icapidilite.com  
www.icapidilite.com

**Annexure Date : 15 May 2024**  
**ICA Pidilite Private Limited**

**Name: Prerit Bansal**

**Designation : Sales Trainee**

<b>Salary &amp; Benefit Components</b>	<b>Monthly</b>	<b>Annually</b>
<b>A Monthly Components</b>		
Basic Salary	16250	195000
House Rent Allowance	8125	97500
Personal Allowance	24623	295471
Bonus/Exgratia	2438	29250
<b>Sub Total A :</b>	<b>51436</b>	<b>617221</b>
<b>B Retiral Benefits</b>		
PF-Employer's Contribution @12% of Basic Salary	1950	23400
Gratuity Provision @4.81% of Basic Salary **	782	9380
<b>Sub Total B : RETIRALS Rs.</b>	<b>2732</b>	<b>32780</b>
<b>Annual Fixed Pay - CTC (A to B)</b>	<b>54168</b>	<b>650000</b>
<b>Sales Incentive @100% payout***</b>	<b>8333</b>	<b>100000</b>
<b>Annual CTC - Fixed pay+ Sales Incentive</b>	<b>62501</b>	<b>750000</b>

\*\* Entitled for Gratuity as per the payment of Gratuity Act after completion of 5 years of service.

\*\*\* Maximum Performance Incentive (Sales Organization) of Rs. 100000 per annum is payable on a quarterly basis, subject to your performance as per Score Card post probation period.

**Annual Increments -**

Annual Increments are linked to performance parameters and will be effective 1<sup>st</sup> April, every year for the previous financial year. The treatment w.r.t employees who join during the year will be as follows -

- Employees who join on or before 10th October of the financial year will be eligible for Increment for the current financial year on pro rata basis from the date of joining.
- Employees who join after 11th October of the financial year will be eligible for increment during the subsequent financial year – on pro rata basis from the date of joining, i.e. after 13 - 17 months from the date of joining.

**Probation Period : Six Months**

**Notice period : One month on Confirmation ; 15 Days during Probation**

**In addition to the Salary & allowances, you will be entitled to the following :**

**Hospitalization coverage for Self, Spouse, upto 2 dependent children and dependent parents under the Company's Contributory Medical Benefit Scheme.**

<b>Category</b>	<b>Max Benefit Coverage Rs. PA</b>	<b>Employee Contribution Rs. PM</b>
A	1,50,000	295
B	3,00,000	590
C	5,00,000	885
D	7,50,000	1,416
E	10,00,000	1,888

This is an equal contribution by Company and employee and is subject to upward / downward revision. The Benefit Coverage amount is the maximum total amount covered for the employee & dependents for a year. Coverage for dependents is 70 % of that of the employee and for dependent parents is 60% (detailed policy is made available on Intranet for ready reference after joining).

Benefit Coverage as selected by the employee Rs. \_\_\_\_\_/- and Monthly contribution of Rs. \_\_\_\_\_/- to Date :

**Employee Signature :**

**Authorized Signatory**

**ICA Pidilite**

REGISTERED OFFICE

ICA Pidilite Pvt Ltd

A Joint Venture of ICA and Pidilite

403/404, 4<sup>th</sup> Floor, Satellite Silver Building

Near Marol Metro Station, Andheri Kurla Road

Marol Naka, Andheri East, Mumbai 400059

CORPORATE OFFICE

ICA Pidilite Pvt Ltd

A Joint Venture of ICA and Pidilite

403/404, 4<sup>th</sup> Floor, Satellite Silver Building

Near Marol Metro Station, Andheri Kurla Road

Marol Naka, Andheri East, Mumbai 400059

CIN  
U24233MH2015PTC270308

T +91 22 22613 12345  
Info@icapidilite.com  
www.icapidilite.com

## Offer Letter

Date : 24 January 2024

Dear Prince Dusad

I am pleased to confirm our verbal offer of employment to you for a regular full-time position of 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.

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



Generated Employment Offer

176

# PAV DESIGN LAB

Jaipur, Rajasthan, India.

## LETTER OF OFFER OF EMPLOYMENT

May 10, 2024

Priyal Channa  
Architect  
PAV Design Lab  
Jaipur, Rajasthan, India.

Dear Priyal Channa

Following our recent discussions, we are delighted to offer you the position of Architect at PAV Design Lab 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 terms and conditions we are proposing.

Title: Architect

Start date: Aug 11, 2024

Salary: 5PA

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.

177

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 **4<sup>th</sup> June, 2024** 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)



### **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.



Authorized  
Signatory

**I hereby agree to and accept the terms of employment offer and shall report for duty on the**

Name- *Pooja*  
Date- *20/04/2023*



**Annexure 1**

**Name: - Priyanka Sharma,**

**Salary Composition, w.e.f. 04<sup>th</sup> June 2024**

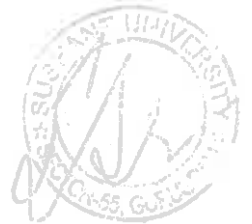
**COMPENSATION ANNEXURE**

S.No	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	12500	150000
2	Dearness Allowance	0	0
3	House Rent Allowance	5000	60000
4	Conveyance Allowance	1500	18000
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	6000	72000
<b>(A)</b>	<b>Gross Salary</b>	<b>25000</b>	<b>300000</b>
<b>STATUTORY DEDUCTIONS FROM MONTHLY GROSS SALARY</b>			
1	EPF deduction of Employee	0	0
2	Employee contribution Employer	0	0
3	Professional Tax (if applicable)	0	0
4	LWF (if applicable)	0	0
<b>(B)</b>	<b>Total Deduction</b>	<b>0</b>	<b>0</b>
	Employer's Contribution of ESI	0	0
<b>(C)</b>	<b>Total Employer Contribution</b>	<b>0</b>	<b>0</b>
	<b>Total CTC (A+C)</b>	<b>0</b>	<b>300000</b>
<b>(D)</b>	<b>Variable ( PLI )</b>		<b>200000</b>
	<b>Total</b>	<b>0</b>	<b>500000</b>

**Please note that there may be variation in monthly and annual CTC, which will be accounted during payroll processing.**

**Deductions**

There will be deductions in the salary as per the Government regulations.



**Signature of Candidate**



178

14-Dec-2023

**Ms. Punya Ahuja,**  
**Sushant School of Design**

Dear Punya,

**Subject: Internship**

In reference to your application, we would like to congratulate you on being selected for an internship with **Awfis Space Solution Pvt Ltd** based at **Delhi**. Your internship is scheduled to start effective **02-Jan-2024** for a period of 6 months and stipend as **20,000 per month**.

After successful completion of 6 months of Internship and on achieving mutually agreed KRA's your CTC after 6 Months will be **7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for performance link Incentive of **Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service. Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter.

All of us at Awfis Space Solution Pvt Ltd are excited that you will be joining our team! As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details will be shared with you on commencement of training.

Again, congratulations and we look forward to working with you.

**Charu Singh**  
**Head – Human Resources**

**Awfis Space Solutions Limited.**

C-28-29, Kissan Bhawan, Outer Institutional Area, New Delhi - 110016

**www.awfis.com | Email: info@awfis.com | Phone: 011- 69000657**

**Regd. Office**

C-28-29, Kissan Bhawan, Outer Institutional Area, New Delhi - 110016

CIN: U74999DL2014PTC27436





179



Dear Pushphas Jalan  
Director  
Ssweven Industries Limited  
Noida, Uttar Pradesh, India

Sub: Letter of Appointment

Regarding your application for a job with Director at Ssweven Industries Limited as the subsequent interviews you held with us. We are pleased to offer you a position as an Director at Ssweven Industries Limited Noida, Uttar Pradesh, India. Your appointment as finance and admin began on 2024 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 6.6LPA. Your first assignment will be at the Organization's Ssweven Industries Limited Noida, Uttar Pradesh, India. You may, however, be relocated to another place due to organizational requirements.

We warmly welcome you to the Director at Ssweven Industries Limited Noida, Uttar Pradesh, India. family and wish you every success in your work with us.

Sincerely,

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

HR Manager



Noida, Uttar Pradesh, India

180

# N M P DESIGN

---

Date: 15 April, 2024

Rachna KS  
Interior Designer  
NMP Design Private Limited,  
New Delhi, Delhi

Dear Rachna KS

**Subject: Offer of Employment at NMP Design Private Limited, New Delhi, Delhi**

We are pleased to extend to you the offer of employment for the Interior Designer at NMP Design Private Limited, New Delhi, Delhi, 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 1 Aug 2024

**Position:** As a 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. Your starting salary will be 4LPA, before deductions and with holdings. 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





181

**Offer Letter**

**Date : 28 January 2024**

**Dear Rahul**

**Congratulations!**

**You have been selected to join through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of Software Developer 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 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 warmly welcome you to the family!**

**Thankyou**

**Regards**

**Mrunal Rajpoot**

**HR Head**



computerrized offer letter



## OFFER LETTER

Date: 16-04-2024

**Subject: Quant Management Trainee at Siya Consulting and Advisory Private Ltd.**

Dear Rahul Bansal,

I hope this email finds you well. I am writing to express our sincere appreciation for your interest in joining Siya Consulting and Advisory Private Ltd. as a **Quant Management Trainee**. After careful consideration of your qualifications and interview performance, we are pleased to extend a rolling offer to you for the position as a part of the internship program.

We have been thoroughly impressed by your expertise in Quantitative Analysis as well as your demonstrated ability to tackle complex challenges with innovative solutions. Your skills and experience align perfectly with the requirements of our team, and we are confident that you will make a valuable contribution to our projects and initiatives taken during this internship program.

As an intern in the Trainee program at Siya Consulting and Advisory Private Ltd., you will be presented with the opportunity to engage in stimulating and impactful projects aimed at advancing your skills in Credit Risk Management and Business Consulting.

Details of the offer are as follows:

- **Position:** Quant Management Trainee
- **Start Date:** 23.04.2024
- **Benefits:** Hybrid Role – 5 days working: 3 days in office position, 2 days' work from home.
- **Location:** Gurugram
- **Stipend:** INR 15,000/- month
- **Internship Period:** 3 months





Siya Consulting and Advisory Private Limited  
CIN Number: U74999DL2022PTC403880  
MM Towers, 2<sup>nd</sup> Floor, Udyog Vihar Phase 4, Sector 18  
Gurgaon, India  
<https://siyaconsultinggroup.com/>

If you have any questions or require clarification on any aspect of the offer, please do not hesitate to contact me or our HR department at [hr@siyaconsultinggroup.com](mailto:hr@siyaconsultinggroup.com)

To accept this internship, offer, please sign and return the offer letter by **18.04.2026**. Upon receiving your acceptance, we will initiate the onboarding process and provide you with all necessary information to ensure a smooth transition into your new role.

We are excited about the prospect of welcoming you to our team and are confident that you will thrive in this position. Your talent and expertise will be instrumental in driving our continued success, and we look forward to the opportunity to work together.

Once again, congratulations on your offer, and we hope to hear from you soon.

Thanking you,

With Regards,

Disha Nagpal

**Director – Siya Consulting and Advisory Private Limited**



# Studio JN

183

## Offer Letter

Date : 17 January 2024

Dear Rahul Yadav

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Assistant Sales Executive and you will be based in Gurgaon.

In this context, we shall be offering you a total CTC package of Rs. 500000/- 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 22/8/2024 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.

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,

Kiran Gupta

HR Head





**Rajrita Santra**

**Junior Architect**

**URI Design Studio,**

**Gurugram, Haryana, India**

The full-time position of Junior Architect at URI Design Studio, Gurugram, Haryana, India, with a start date of July 15th, 2024, contingent upon a background check. Mr. Umesh Sharma at URI Design Studio, Gurugram, Haryana, India 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 4.6 LPA .Direct Create 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 Direct Create 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 15th, 2024. 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**

computerrized offer letter



Date 30 June, 2024

## Offer Letter

Rakshita Singh  
Associate Marketing Manager  
StoneX,  
New Delhi, India

Subsequent to your successful interview with StoneX, New Delhi, India. we are pleased to offer you the position as Associate Marketing Manager StoneX, New Delhi, India We take pleasure to inform you that your 5LPA (Performance Based). 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. You are requested to join us on or before 5 August, 2024, failing which this employment offer will stand rescinded.

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.

Yours truly,



Head- Human Resource





186

# sP+a

---

Rashi Chawla  
Architect  
sP+a ( Sameep Padora & Associates )  
Mumbai, Maharashtra, India

**Subject: Offer of Employment at sP+a ( Sameep Padora & Associates )**

**Congratulations! We are pleased to confirm that you have been selected to work for Architect at sP+a ( Sameep Padora & Associates )Mumbai, Maharashtra, India 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 5,40,000 LPA. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)**

- **Benefits for the position include: Architect**
- **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 01-08-2024. Please report to Mr. Abhishek Malhhan 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 sP+a ( Sameep Padora & Associates )Mumbai, Maharashtra, India . to working with you.**

Sincerely,

**Head HR**  
*R. Chawla*

*R. Chawla*

187

# PGA Architect & Design Associates

New Delhi, Delhi

---

Date: 15 April, 2024

Dear Raska Sarkar  
Principal Architect  
PGA Architect & Design Associates  
, New Delhi, Delhi

**Subject: Offer of Employment at PGA Architect & Design Associates, New Delhi, Delhi**

The offer of employment for the position of Principal Architect at PGA Architect & Design Associates, New Delhi, Delhi. 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 Aug 2024. As a 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 6 LPA , before deductions and with holdings. 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

This message was generated by an automated service.



Date 30 June, 2024

## Offer Letter

Ravtej Oberoi  
Associate Marketing Manager  
StoneX,  
New Delhi, India

Subsequent to your successful interview with StoneX, New Delhi, India. we are pleased to offer you the position as Associate Marketing Manager StoneX, New Delhi, India We take pleasure to inform you that your 5LPA (Performance Based). 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.

You are requested to join us on or before 5 August, 2024, failing which this employment offer will stand rescinded.

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.

Yours truly,

Head- Human Resource



189



---

Offer Letter

23 March 2024

Dear Ripun Bhardwaj

We are happy to offer you the full-time role of Sales Executive, subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly Salary is 4,00,000/- Per Annum.

Your employment 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.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards,

Avni Rohatgi

HR Manager 



190

**Sub - Offer Letter**

19 March 2024

Dear Rishav Nayak

We are happy to offer you the full-time role of Sales Executive with a start date of July 15, 2024, at MyMoney Mantra. subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly compensation is Rs 3,00,000/- per Annum. Your employment 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.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Regards  
Ankita Soni  
HR Manager

This is a system-generated message.





191

Date: July 23, 2014

## Offer Letter

To,

**Ritesh Pratap Singh**

Complete Residential Address

City, Post Code

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

**Dear Ritesh Pratap Singh**

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





191

Date: July 23, 2014

## Offer Letter

To,

**Ritesh Pratap Singh**

Complete Residential Address

City, Post Code

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

**Dear Ritesh Pratap Singh**

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





---

Date: July 23, 2014

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.

Thanks and Regards

Yours Faithfully

For Wipro

*Rakesh Tyagi*

Signature (Signing Authority)





192

# STONEX

Plot No. 19, Sector 14, Gurgaon, Haryana  
122001, India  
Phone: +91 122 4123456  
Fax: +91 122 4123456  
www.stonex.com

## LETTER OF INTENT

Date: 23/05/2024

Dear Mr. Tanishq:

We are pleased to extend an offer for the position of "Graduate Architecture Trainee" to you based on your qualifications, skills, and the performance demonstrated throughout the recruitment process.

Your annual compensation will be Rs. 6,50,000 LPA (including variable pay) for the first year, subject to successful completion of the training period.

We believe that this position will provide you with a great opportunity to learn and grow, and help you launch a successful career. At Stonex India, we foster a diverse, inclusive, and collaborative work environment where all employees can thrive.

We will expect you to join our office in New Delhi for your joining formalities & subsequent Orientation Program on 17th June 2024.

On the day of your joining, you may please bring along the following:

- 1. Proof of age, temporary & permanent address.
- 2. Copies of Educational/Professional Certificates along with original.
- 3. Pan Card & Aadhar card (both are mandatory) & other personal documents.

This letter is valid subject to background verification clearance.

Please confirm your acceptance of this offer by signing and returning this letter to HR@stonex.com by 25th May 2024.

We are excited about the opportunity to welcome you to our team and look forward to your contributions to Stonex India.

For, Stonex India Pvt Ltd.

**Himika Arora Gupta**  
(Group CHRO)

I have read and understood the above terms and conditions and I agree to accept the same.

Signature of the candidate



193



**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CP Kukreja Architects Offer Letter**

Dear Riya Jindal  
Sr. Interior Designer  
CP Kukreja Architects  
New Delhi, India

Dear Riya Jindal

We are pleased to extend an offer of employment to you for the position of Sr. Interior Designer at CP Kukreja Architects, New Delhi, Delhi, India. We believe your skills and experience will be an ideal fit for our team.

Position: Sr. Interior Designer

Start Date: 12 August, 2024

Salary: 5LPA

Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30 Days. We are excited about the potential for you to contribute to our team and look forward to your acceptance.

Sincerely,

HR Manager



194

Cryoviva Biotech Pvt. Ltd.  
129, Pace City -1, Sector-37,  
Gurgaon, Haryana 122001 India



13 February 2024

Dear Riya Kush

Sub: Letter of Appointment

Regarding your application for a job with our Company. as well as the subsequent interviews you held with us. We are pleased to offer you a position of Software Developer with our company. Your appointment as Analyst began on 11/08/2024, and you will be on probation for six 6 months following your appointment. Remuneration: Your monthly remuneration is Rs 55,000/- and Annual salary would be INR 6 Lakhs per Annum. Workplace: Your first assignment will be at the Organization's Unit in Gurgaon, India. You may, however, be relocated to another place due to organisational requirements. We warmly welcome you to the Company family and wish you every success in your work with us.

Regards,

Chandana Sinha

HR Manager



195



**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CP Kukreja Architects Offer Letter**

Dear Rohan Gupta  
Sr. Architect  
CP Kukreja Architects,  
New Delhi, Delhi, India

Dear Rohan Gupta

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

Position: Sr. Architect

Start Date: 12 August, 2024

Salary: 6LPA

Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30 Days.

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 'Gani'.

HR Manager





196

09 January 2024

Dear Rohan Yadav

Congratulations! We are pleased to offer you the position of Software Engineer at Byju's. Your annual cost to company is INR 4 Lakhs per annum.

Your salary will be paid on the last working day of each month through direct deposit/cheque. Your starting date is 24/07/2024, and your base location will be Gurgaon.

As a benefit, the company will pay the full premium for your inclusion under the Group Health Insurance. Gratuity, as per the Gratuity Act, will be given upon leaving the company after completing a minimum of five years of employment.

If you decide to accept this job offer, kindly sign and send back this letter within 1 month. Once we get your confirmation, we'll share your onboarding details.

We look forward to working with you. Please let us know if you have any questions or concerns.

Regards,

  
Sujal Kumar  
HR Manager



3305 Highway 60 West, Faribault, MN 55021

Date : 28 March 2024

Letter Of Intent

Dear Rohan Kataria

Following our recent discussions, we are delighted to offer you the position of Sales Executive with Our Organization. Your Annual salary would be INR 4 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.

Regards,  
  
Rakesh Tyagi  
HR Head





198

Rohit Kumar

Date: June 12, 2024

Designer

Tata 1mg,

Gurugram, Haryana, India

**Sub: Offer Letter for the post of Designer**

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

*Priya Agarwal*

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001



**Design Forum International**  
**K-47 Kailash Colony**

**DFI**

**Date: 25 July, 2024**

**ROHIT DAHIYA**

**Design Forum International**

**Design Architect**

**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. Your start date will be 20 August 2024. 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. Your starting salary will be 4 LPA, before deductions and with holdings. 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.

**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.

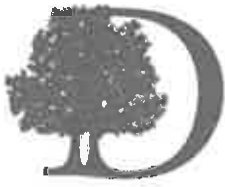
Sincerely,

HR Manager



This correspondence is an automated HR notification





**DOUBLETREE**  
by Hilton™

200

### Offer Letter

Dear Ruby Singh  
Executive Chef  
Doubletree By Hilton,  
Gurugram, Haryana, India.

Congratulations! We are pleased to confirm that you have been selected to work for Doubletree By Hilton, Gurugram, Haryana, India. We are delighted to make you the following job offer. The position we are offering you is that of Executive Chef at a annual cost to company 5LPA. 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 01-08-2024. 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 Doubletree By Hilton, Gurugram, Haryana, India. and look forward to working with you.

Sincerely,

Head HR



Gurugram, Haryana, India

Offer letter

17 January 2024  
Dear Ruchi Singh

Thank you for applying to our company for the position of Junior Software Engineering. 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.

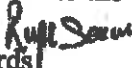
You will be expected to work 40 hours per week with your schedule being 9 AM to 5 PM. Your work will be in-person. Your primary location of work will be our company's office at Gurgaon. You may be able to work from home at the permission of your supervisor.

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. 5 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 Saini  
HR head





202

New Balaji Nagar, Sindhi Colony  
Chhatrapati Sambhaji Nagar (Aurangabad)  
Maharashtra 431001

## Offer Letter

Date : 17 January 2024

Dear S V Tanvi

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Software Developer. and you will be based in Gurgaon. In this context, we shall be offering you a total CTC package of Rs. 650000/- 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 22/8/2024 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. 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,

Kiran Gupta

HR Head

A handwritten signature in black ink, appearing to read 'Kiran', written over the printed name 'Kiran Gupta'.





203

## OFFER LETTER

Sabana Naz  
Supervisor  
Fortis  
Gurugram, Haryana, India

Following our recent discussions, we are delighted to offer you the position of Supervisor 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 terms and conditions we are proposing.

Title: Supervisor

Start date: July 01, 2024

Salary: 4LPA

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 "S. Gupta", written over a horizontal line.

HR Manager,



204

**AHUJAS WEB PRIVATE LIMITED**

D-80, Pocket D, Okhla Phase I, Okhla Industrial Estate,  
New Delhi, Delhi 110020

Date: 10 July, 2024

## Offer Letter

Sabhyata Jain

Product Development Designer

AHUJAS WEB PRIVATE LIMITED,

Delhi, India

We are pleased to extend to you the offer of employment for the position of Product Development Designer located at Ahujas Web Private Limited, Delhi, 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 July 2024 As a Product Development Designer you will report directly to the Head of Department, Mr. Aaditya Kackar, 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 with holdings.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 Aadarsh Mathur . Should you have any questions about the offer or the next steps Welcome .

Sincerely,



HR Manager





205

Sagar Khatana  
2024

Date: June 12,

Designer

Tata 1mg,

Gurugram, Haryana, India

**Sub: Offer Letter for the post of Designer**

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

*Triya Agarwal*

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001

To  
Sahil,

Date: 30<sup>th</sup> May, 2024

**Sub: Letter Of Intent**

Dear Sahil,

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 **4<sup>th</sup> June, 2024** 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)



### 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 Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,  
For and on behalf of Geetanjali Homestate Pvt Ltd.



Authorized  
Signatory

I hereby agree to and accept the terms of employment offer and shall report for duty on the

Name-

Date-

Sahil  
20/05/2024





**Annexure 1**

Name: - Sahil,

Salary Composition, w.e.f. 04<sup>th</sup> June 2024

**COMPENSATION ANNEXURE**

S.No	Salary Component	Monthly Entitlement (INR)	Per Annum
1	Basic	12500	150000
2	Dearness Allowance	0	0
3	House Rent Allowance	5000	60000
4	Conveyance Allowance	1500	18000
5	Mobile Allowance	0	0
6	Medical Allowance	0	0
7	Other Allowance	6000	72000
<b>(A)</b>	<b>Gross Salary</b>	<b>25000</b>	<b>300000</b>
<b>STATUTORY DEDUCTIONS FROM MONTHLY GROSS SALARY</b>			
1	EPF deduction of Employee	0	0
2	Employee contribution Employer	0	0
3	Professional Tax (if applicable)	0	0
4	LWF (if applicable)	0	0
<b>(B)</b>	<b>Total Deduction</b>	<b>0</b>	<b>0</b>
	Employer's Contribution of ESI	0	0
<b>(C)</b>	<b>Total Employer Contribution</b>	<b>0</b>	<b>0</b>
	<b>Total CTC (A+C)</b>	<b>0</b>	<b>300000</b>
<b>(D)</b>	<b>Variable ( PLI )</b>		<b>200000</b>
	<b>Total</b>	<b>0</b>	<b>500000</b>

**Please note that there may be variation in monthly and annual CTC, which will be accounted during payroll processing.**

**Deductions**

There will be deductions in the salary as per the Government regulations.



**Signature of Candidate**

207



**CENTRE FOR SIGHT**  
Every eye deserves the best

Date : 05 April, 2024

Dear Sahil Chahal  
Optometrist  
Centre For Sight,  
Gurugram, Haryana, India

Subject: Offer of Employment at Centre For Sight, Gurugram, Haryana, India

We are delighted to officially appoint you to the position of Optometrist at Centre For Sight, Gurugram, 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: Optometrist
- Department: Optometry
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2024
- Compensation: 4LPA

Centre For Sight, Gurugram, Haryana, India. on 20 August, 2024 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





208

14-Dec-2023

**Ms. Sakshi Jain**  
**Sushant School of Design**

Dear Sakshi ,

**Subject: Internship**

In reference to your application, we would like to congratulate you on being selected for an internship with **Awfis Space Solution Pvt Ltd** based at **Delhi**. Your internship is scheduled to start effective **02-Jan-2024** for a period of 6 months and stipend as **20,000 per month**.

After successful completion of 6 months of internship and on achieving mutually agreed KRA's your CTC after 6 Months will be **7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for performance link incentive of **Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service . Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter.

All of us at Awfis Space Solution Pvt Ltd are excited that you will be joining our team! As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details will be shared with you on commencement of training.

Again, congratulations and we look forward to working with you.

**Charu Singh**  
**Head – Human Resources**

**Awfis Space Solutions Limited.**

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi – 110016

[www.awfis.com](http://www.awfis.com) | Email: [info@awfis.com](mailto:info@awfis.com) | Phone: 011-69091357

**Regd. Office**

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi – 110016

CIN: U74999DL2014PTC274236



209

# STRO ARCHITECTURE™

Date: 19 July, 2024

## Offer Letter

Samiksha Gogoi  
User Experience Designer  
Sadhana Kunj, Viram Khand,  
Gomti Nagar, Lucknow,  
Uttar Pradesh India

Dear Samiksha Gogoi

Congratulations! We are pleased to confirm that you have been selected to work for User Experience Designer at Sadhana Kunj, Viram Khand, Gomti Nagar, Lucknow. We are delighted to make you the following job offer. The position we are offering you is that of Architect at a monthly salary of 60,000/- with an annual cost to company 5,00,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: User Experience Designer
- 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 01-08-2024. Please report to Ms. Kumkum 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 Sadhana Kunj, Viram Khand, Gomti Nagar, Lucknow, Uttar Pradesh, India. to working with you.

Sincerely,

Head HR



Date: 01 June, 2024

## Offer Letter

Sanaa Kumar  
Traney  
Medanta Hospital,  
Gurugram, Haryana

### Congratulation Offer of Employment

The employment for the position of Medanta Hospital, Gurugram, Haryana, India. 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 2024 . Traney you will report directly to the Head of Department, Ms. Jyoti Saxena, and your primary all duties , collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 4 LPA , before deductions and with holdings. 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.

Sincerely,



HR Manager



211



Date: 06-July-2024

Sanat Subhangam  
Architectural designer  
Pitara events and set Designers

Sub: Offer of employment

Date of Joining : 1August , 2024

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Architectural Designer as a The Pitara events and set Designers, Gurugram, Haryana, India. 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 6LPA.

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. The Pitara events and set Designers, Gurugram, Haryana, India. we look forward to welcoming you to the Architectural Designer team and wish you a successful and rewarding career with us.

Sincerely,

HR Manager



# SANDEEP JHANJI CONSTRUCTIONS

Date: 1 June, 2024

## Letter of Intent

Dear Sanaya Singh

Architect

Sandeep jhanji constructions,  
Jalandhar, Punjab.

Joining Date : 1 August, 2024

Dear Sanaya Singh

It is our pleasure to give you the offer letter on behalf of company Sandeep jhanji constructions, Jalandhar, Punjab, India. and the job role would be Architect. Your monthly compensation is according to the salary your CTC would be 5,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

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

*Kishan*

HR Manager



Sandeep Jhanji Constructions, Jalandhar, Punjab.

213



**Offer Letter**

**23 March 2024**

**Dear Sandeep Goel**

**We are happy to offer you the full-time role of Sales Executive, subject to a background investigation. We believe that your skills will be a great fit for our business. For this role, the starting yearly Salary is 4,00,000/- Per Annum.**

**Your employment 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.**

**By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2024. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.**

**Regards,**

**Avni Rohatgi**

**HR Manager**



"Generated Offer Notification"



214

# Architecture Collective

Sanya Goel  
Architect  
Architecture Collective  
Gurgaon

Congratulations,

**Start Date:** Your start date will be 21 July 2024

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 Edifice, and will be reporting to Director –Finance and Account. You 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

Yours Faithfully

HR Manager

Systematic Offer letter



215

# COLUMBIA GSAPP

Date: 06-July-2024

Sanya Sehwa  
Graphic Designer  
The Carpet Cellar,  
Gurugram, Haryana, India

Sub: Offer of employment

Date of Joining : 1 August , 2024

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with Senior Graphic Designer as a The Carpet Cellar, Gurugram, Haryana, India. 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 4LPA.

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. The Carpet Cellar, Gurugram, Haryana, India. we look forward to welcoming you to the Senior Graphic Designerteam and wish you a successful and rewarding career with us.

Sincerely,



HR Manager



Gurugram, Haryana, India

216



**Eazydiner Pvt. Ltd.**  
Registered Office:  
58, Siris Road, Sector 24,  
DLF Phase-III, Gurgaon  
Haryana, 122010 (India)  
CIN-U52209HR2015PTC054223

**Date** February 22<sup>nd</sup>, 2024

**From** Anuja Gautam  
Vice President - Human Resources  
EazyDiner.com

**To** Sapna Thapa

**Subject** Offer Letter for Management Trainee - Sales role at 'EazyDiner'

Dear Sapna,

Congratulations on your selection as Management Trainee - Sales at 'EazyDiner'. Please find the details of your training below:

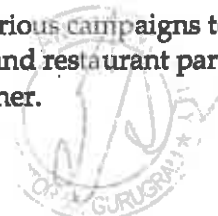
Founded in late 2014, 'EazyDiner' is your one-stop-shop for instant table bookings & a convenient dining experience. In less than 7 years, EazyDiner has grown to over 15,000+ restaurants across 250+ cities in India and opened an international market as well - Dubai.

The team at EazyDiner consists of professionals with a strong and deep understanding of how restaurants work and what the guests expect. 'EazyDiner' is committed to leading the Indian dining revolution, with advanced database management of active diners and recommendations by top food critics.

**Duties and responsibilities:**

This is a one-year field sales training program. You will be trained and required to work on:

- Generating new leads and getting new restaurants to be onboarded with 'EazyDiner'.
- Visiting different restaurants and negotiating deals.
- Enrolling and maintaining productive relationships with corporate bookers.
- Keeping abreast with information regarding the food & beverage industry and the restaurant and hotel industry.
- Work with restaurants to bring huge value to users/guests while protecting the interest of the partnered restaurants.
- Keep a close eye on competition and be smart to strategize various campaigns to keep 'EazyDiner' as the most preferred platform for users/guests and restaurant partners.
- Submitting the Sales report to Sales Manager in a timely manner.



- Achieving targets set for the month – Restaurant onboarding/ Prime onboarding/ PayEazy onboarding/ Revenue targets/ Customer Acquisition/ Corporate coverage.
- Keep the restaurant information updated and up to-date with latest menus, offerings and details.
- Work in close coordination with Concierge team to convert queries into materialized reservations.
- Understand the company's vision, concept and website and ensure the appropriate planning and timely execution of outreach programs including activities and promotion programs.
- Any other responsibility assigned by your reporting manager.

**Duration:**

Your schedule with EazyDiner will commence in the month of April' 2024. The date of joining will be announced, shortly.

**Review and Confirmation:**

A performance review will be conducted in 3 months. You will continue working as a Management Trainee post 3 months basis your performance in first 3 months. The minimum target to achieve in the first 3 months is 20 onboardings. The company reserves the right to terminate the program in case of non – performance.

Another review will be conducted on completion of 12 months, basis which you will be confirmed in the company as Assistant Manager – Sales.

**Compensation and Benefits:**

**Monthly stipend during training period (twelve months):**

Stipend during training	35,000
Meal Allowance (Reimbursed on actual)	3,600
Travel Allowance (Reimbursed on actual)	5,000
<b>Total</b>	<b>43,600</b>

*\*Management Trainees are also entitled to earn incentives as per incentive policy applicable from time to time.*

*\*Management Trainee should be open to be placed at any location as decided by the company as per company's requirements. The offer acceptance should only be made if the person is open for the location.*



**Annual package upon confirmation as Assistant Manager - Sales:**

Fixed CTC	6,00,000
Meal Allowance (On actual)	43,200
Travel Allowance (On actual)	60,000
Incentives (Paid as per incentive policy applicable from time to time)	1,00,000
ESOPs (Employee stock options have a vesting period of 4 years)	1,00,000
<b>Total Yearly Package</b>	<b>9,03,200</b>

**Confidentiality, Knowledge and Training Expenses:**

The cost of training and knowledge and information imparted/caused to be imparted by the Company to the Management Trainee is quantified at INR 2,00,000 /- (*hereinafter referred to as 'Training Expenses'*). Hence, the Management Trainee agrees, that in case of the Management Trainee choosing to leave the services of the company and joining a competitor company, in the similar space and in the business of Boutique hotels and our direct competition, within a period of 24 months from the date of leaving the Company, he/ she shall be liable to reimburse such Training Expenses to the Company. The Management Trainee shall pay to the Company such Training Expenses along with the notice of his/ her intended resignation.

**Notice Period & Termination:**

- A notice of two months shall have to be served by Management Trainee in case he/she wishes to leave the services of the company. The said period will not be adjustable either against leave or forfeiture of salary. Your services may be terminated by the management subject to one months' notice in writing or payment of one month's basic salary in lieu of notice. Termination notice will not apply in case of fraud, negligent behaviour or theft. The notice period may be released in case of a pandemic
- The Company shall have the right to terminate the Management Training without notice or payment of salary in lieu thereof, if:
  - The Management Trainee commits any breach of duties and responsibilities under this Agreement; or
  - The Management Trainee is guilty of any gross default, wilful neglect, or misconduct, which contravenes the expressed or implied conditions of employment.

Please carry a copy of following documents for submission on the day of your joining:

- Address Proof, Pan Card, Aadhar Card
- 10th/ 12th/ Graduation & Post Graduation Certificates/ Diploma certificate



Please sign on each page of the offer letter as your acceptance of the offer.

Welcome to the EazyDiner Team. We wish you an enjoyable association and growing career with us.

Thank you,

A handwritten signature in black ink, appearing to be 'Anuja', with a small 'p' and 'q' above it and a dot to the right.

**Anuja Gautam**  
Vice President - Human Resources





2/7

Sasin Kumar

Date: June 12, 2024

Designer

Tata 1mg,

Gurugram, Haryana, India

**Sub: Offer Letter for the post of Designer**

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001

218



Dear Sejal Bansal -  
Architect  
Ssweven Industries Limited ·  
Noida, Uttar Pradesh, India

Sub: Letter of Appointment

Regarding your application for a job with Architect at Ssweven Industries Limited · as the subsequent interviews you held with us. We are pleased to offer you a position as an Architect at Ssweven Industries Limited · Noida, Uttar Pradesh, India. Your appointment as finance and admin began on 2024 and you will be on probation for six (6) months following your appointment. Remuneration: Your monthly remuneration is Rs 4 LPA. Your first assignment will be at the Organization's Ssweven Industries Limited · Noida, Uttar Pradesh, India. You may, however, be relocated to another place due to organizational requirements.

We warmly welcome you to the Architect at Ssweven Industries Limited · Noida, Uttar Pradesh, India. family and wish you every success in your work with us.

Sincerely,

A handwritten signature in black ink, appearing to read "S/S" or similar, written over a faint horizontal line.

HR Manager

Noida, Uttar Pradesh, India





219

Date: 20 June, 2024

## Offer Letter

Sejal Sethi  
BIM Architect  
The BIM Engineers,  
Gurugram, Haryana, India

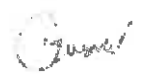
Refer to your interview held in office on dated 21 August, 2024 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of BIM Architect with our organization. You will be placed at our office based at The BIM Engineers, Gurugram, Haryana, India. 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





220  
Nirvana Courtyard, C 406, Nirvana Country, Sector 50  
Gurgaon, Haryana 122018

**Sub - Offer Letter**

23 March 2024

Dear Shashank Kumar

Looking forward to have you in our team. We have pleasure to offer you the post of Sales Executive. Your date of appointment is effective from the date of joining, which shall be on or before 7 August 2024. You will be eligible for annual salary of INR 3,00,000 per annum.

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.

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

Welcome to the team!

Regards,  
  
Mankrit Singh  
HR Manager





221  
Bhoi Nagar, Acharya Vihar Squar,  
Bhubaneswar,  
Odisha, India, 751022.

Sheikh Nizamuddin  
Customer Service New Associate  
accenture,  
Gurugram, India

Congratulations,

Start Date: Your start date will be 21 July 2024

Further, the management has decided to make a job offer for employment with us for the position of Customer Service New Associate with our organization. You will be placed at our office based at Edifice, 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

Online offer letter



© 2024 Accenture. All rights reserved.

Offer letter

17 January 2024

Dear Shivam Mishra

Thank you for applying to our company for the position of Junior Software Engineering. 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.

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. 5 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 Saini*  
Rajneesh Saini  
HR head



223

# Sanhit Automation Technology

Subject : Offer Letter

12 February 2024

Dear Shivam Bhardwaj

Thank you for applying to our company for the position of Sales Executive. 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.

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. 4 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

Gaurav kumar

HR head



22A



**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CPKukreja Architects Offer Letter**

Dear Shivangi  
Sr. Architect  
CPKukreja Architects,  
New Delhi, Delhi, India

Dear Shivangi

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

Position: Sr. Architect

Start Date: 12 August, 2024

Salary: 6LPA

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 'Gyani'.

HR Manager



Date: 01 June, 2024

## Offer Letter

Shivani Bhati  
Traney  
Medanta Hospital,  
Gurugram, Haryana

### Congratulation Offer of Employment

The employment for the position of Medanta Hospital, Gurugram, Haryana, India. 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 2024. Traney you will report directly to the Head of Department, Ms. Jyoti Saxena, and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 3 LPA, before deductions and with holdings. 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.

Sincerely,



HR Manager



# JAGJIT

Enterprises Private Limited

226

## Offer Letter

23 March 2024

Dear Shivani Boudel

Following our recent discussions, we are delighted to offer you the position of Sales and Marketing specialist 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. Your annual salary will be Rs. 4 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, 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.

Welcome to the team!

Regards,   
Vikas Raj  
HR Manager





227




**Offer Letter**

18 January 2024

Dear Shray Salwan

With great pleasure, we extend to you an offer to work as Software Developer. Your yearly expense to the organisation is INR 5 Lakhs. Every month on the last working day, you will get your salary via direct deposit or cheque. Gurgaon will serve as your base of operations, and your start date is December 8, 2024. The upside is that the firm will cover the entire cost of your group health insurance premium. According to the Gratuity Act, a worker will receive a gratuity when they leave the company after working there for at least five years.

If you decide to accept this job offer, kindly sign and send back this letter within 1 month. Once we get your confirmation, we'll share your onboarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Regards,   
Keshav Kumar  
HR Manager



Plot No 76 D, Phase IV, Sector 18, Gurugram, Haryana 122001



228

Letter of Intent

19 February 2024

Dear Shresth Sharma

Welcome to Mirth Media Group

Looking forward to have you in our team. We have pleasure to offer you the post of Sales Executive. Your date of appointment is effective from the date of joining, which shall be on or before 1st JULY 2024 . You will be eligible for annual salary of INR 3,00,000 per annum.

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.

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

A handwritten signature in black ink, appearing to read 'Priyanka Gupta', is written over the printed name.

Regards,

Priyanka Gupta

HR Manager





**Shrinsh Dayma**

**Junior Architect**

**URI Design Studio,**

**Gurugram, Haryana, India**

The full-time position of Junior Architect at URI Design Studio, Gurugram, Haryana, India, with a start date of July 15th, 2024, contingent upon a background check. Mr. Umesh Sharma at URI Design Studio, Gurugram, Haryana, India 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 4.6 LPA .Direct Create 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 Direct Create 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 15th, 2024. 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, appearing to read 'Nishu'.

**Head HR**





Shiriraj Javia

Date- 2 ,June,2024

Associate Consultant

Total Synergy Consulting Private Limited,  
Gurugram, Haryana, India ·

Dear Shiriraj Javia

Total Synergy Consulting Private Limited, Gurugram, Haryana, India. pleased to offer you the position of Job Associate Consultant Your skills and experience will be an ideal fit for our customer service department. As we discussed, your starting date will be July1, 2024. 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 Total Synergy Consulting Private Limited, Gurugram, Haryana, India. 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,

A handwritten signature in cursive script, appearing to read "Samir", is written over a horizontal line.

Director, Human Resources

231

# Architecture Collective

Shruti Bansal  
Architect  
Architecture Collective  
Gurgaon

Congratulations,

**Start Date: Your start date will be 21 July 2024**

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 Edifice, and will be reporting to Director –Finance and Account. You 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

Yours Faithfully

HR Manager

Systematic Offer letter



232

13, Tolstoy Rd, Atul Grove Road, Janpath,  
Connaught Place, New Delhi, Delhi 110001

# JAGJIT

Enterprises Private Limited

## Offer Letter

23 March 2024

Dear Simran Jain

Following our recent discussions, we are delighted to offer you the position of Sales and Marketing specialist 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. Your annual salary will be Rs. 4 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, 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.

Welcome to the team!

Regards,   
Vikas Raj  
HR Manager



233



Date- 2 June,2024

Dear Simran Vani  
Commercial leasing  
Confluent,  
Gurgaon, India.

Congratulations! We are pleased to offer you the position of Commercial leasing at Confluent, Gurgaon, India. Your starting salary will be 4LPA , before deductions and withholdings. Your start date will be 20 Aug 2024.

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. We are excited about the possibility of you joining our team at Confluent, Gurgaon, India. Should you have any questions about the offer or the next steps Welcome . Once we get your confirmation, we'll share your on boarding details. We look forward to working with you. Please let us know if you have any questions or concerns.

Sincerely,

HR Manager

Automated Communication



Date: 10 June, 2024

## Offer Letter

Simranjeet Singh  
Architect  
Morphogenesis  
New Delhi, Delhi, India

**Subject: Offer of Employment at Morphogenesis, New Delhi, Delhi, India**

We are pleased to extend to you the offer of employment for the position of Architect located at New Delhi, Delhi, India India. 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 3 September 2024. As a Architect you will report directly to the Head of Department, Mr. Aaditya Kackar, and your primary all duties , collaborating with the team on projects, and contributing to product innovation.

**Salary:** Your starting salary will be 7LPA , 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. 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 Abhyudaya Agarwal. Should you have any questions about the offer or the next steps Welcome .

Sincerely,  
HR Manager

This letter has been issued by generated automatically.







235

14-Dec-2023

**Ms. Sneha Sharma**  
**Sushant School of Design**

Dear Sneha,

**Subject: Internship**

In reference to your application, we would like to congratulate you on being selected for an internship with **Awfis Space Solution Pvt Ltd** based at **Delhi**. Your internship is scheduled to start effective **02-Jan-2024** for a period of 6 months and stipend as **20,000 per month**.

After successful completion of 6 months of internship and on achieving mutually agreed KRA's your CTC after 6 Months will be **7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for performance link Incentive of **Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service. Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter.

All of us at Awfis Space Solution Pvt Ltd are excited that you will be joining our team! As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details will be shared with you on commencement of training.

Again, congratulations and we look forward to working with you.

*Charu Singh*

**Charu Singh**  
**Head – Human Resources**

**Awfis Space Solutions Limited.**

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

www.awfis.com | Email: info@awfis.com | Phone: 011-67000557

**Regd. Office**

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

CIN: U74999DL2014PTC274236



236

Solai Surya S

Junior Architect

URI Design Studio,

Gurugram, Haryana, India

The full-time position of Junior Architect at URI Design Studio, Gurugram, Haryana, India, with a start date of July 15th, 2024, contingent upon a background check. Mr. Umesh Sharma at URI Design Studio, Gurugram, Haryana, India 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 4.6 LPA .Direct Create 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 Direct Create 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 15th, 2024. 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





237

Date: 22 June, 2024

Somya Gupta  
Assistant Architect  
Astro Archineers  
Gurugram

Congratulations, We are pleased to extend to you the offer of employment for the position of Assistant Architect at Astro Archineers, Gurugram. 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 21 July 2024

Position: Assistant Architect at Astro Archineers, Gurugram. you will report directly to the Head of Department Aayush Singal and your primary all duties, collaborating with the team on projects, and contributing to product innovation. Your starting salary will be 6 LPA, before deductions and withholdings.

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





238

14-Dec-2023

**Ms. Soumya Saxena**  
**Sushant School of Design**

Dear Soumya,

**Subject: Internship**

In reference to your application, we would like to congratulate you on being selected for an internship with **Awfis Space Solution Pvt Ltd** based at **Delhi**. Your internship is scheduled to start effective **02-Jan-2024** for a period of 6 months and stipend as **20,000 per month**.

After successful completion of 6 months of Internship and on achieving mutually agreed KRA's your CTC after 6 Months will be **7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for **performance link Incentive of Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service . Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter.

All of us at Awfis Space Solution Pvt Ltd are excited that you will be joining our team! As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details will be shared with you on commencement of training.

Again, congratulations and we look forward to working with you.

*Charu Singh*  
**Charu Singh**  
**Head – Human Resources**

**Awfis Space Solutions Limited.**

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi – 110016

[www.awfis.com](http://www.awfis.com) | [Email: info@awfis.com](mailto:info@awfis.com) | [Phone: 011- 69000657](tel:011-69000657)

Regd. Office

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi – 110016

[CIN: U74999DL2014PTC274236](https://www.mca21.com/INL/U74999DL2014PTC274236)



239

Date : 22 March 2024

Offer Letter

Dear Sourav Yadav

Subsequent to your successful interview with our Organizaion we are pleased to offer you the position as "Sales Executive" in our organization. We take pleasure to inform you that your CTC will be Rs.4.5 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.

Regards   
Megah Sharma  
HR Head



240



**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CP Kukreja Architects Offer Letter**

Dear Souvik Pramanik  
Architect  
CP Kukreja Architects,  
New Delhi, Delhi, India

Dear Souvik Pramanik

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

Position: Architect

Start Date: 12 August, 2024

Salary: 5LPA

Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30 Days.

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 'Gyani'.

HR Manager

A faint, circular stamp or seal, possibly containing a date or official mark, located in the bottom right corner of the page.

14 - Dec -2023

To,  
Spardha Mehta

**Subject: Offer Letter**

Dear Spardha,

We are delighted to offer you the role of **Trainee - Interior Design** at Awfis Space Solutions Limited ("Company") at its office based out of Delhi . We offer you the **Total Fixed Salary. 7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for **performance link incentive of Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service . Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter. Detailed break-up of the CTC is given in Annexure 1..

You are requested to send acceptance of your Resignation Letter or relieving letter of your exiting / previous organization within one (1) day from the date of this Offer Letter, failing which this shall stand null and void. Your employment will be subject to a Three (3) month probation period starting from Date of Joining. The detailed terms of the Employment shall be captured in the Employment Agreement which shall be signed between the Company and You, at the time of joining the Company.

Please note that this Offer Letter is provisional and is based upon the information provided by you at the time of the interview. Any kind of misrepresentation of facts automatically disqualifies You for confirmation / continuation of appointment with Company without any compensation and you shall also be liable for appropriate legal action at the discretion of the Company. This Offer Letter is contingent upon the completion of a background investigation (including but not limited to criminal history check, confirmation of prior employment, and confirmation of educational background) satisfactory to the Company in its sole discretion. By signing this Offer Letter, you are hereby consenting to the background investigation as well. We expect that you shall cooperate fully in those procedures.

Please accept our hearty congratulations and affix your signatures on the copy of this Offer Letter as token of your acceptance within one (1) day from the date of this Offer Letter. We look forward to you joining us and your great tenure in our Company!

Warm Regards

*Charu Singh*

**Charu Singh**  
**Head - Human Resources**

I *Spardha Mehta* hereby accept and abide by the terms and conditions of this Offer Letter and hereby also undertakes and warrants to the Company that there are no legal proceedings/court cases, inquiries, investigations, complaints and FIR of any nature whatsoever had been initiated, filed, pending or closed against me till date by any person, company/third party, Government bodies or statutory authority etc.

*Spardha Mehta*

(Signature of Candidate)

Awfis Space Solutions Limited

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

www.awfis.com | Email: info@awfis.com | Phone: 011- 69000657

Regd. Office

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

CIN : U74999DL2014PTC274236





**Annexure 1: Break-up of Cost to Company**

**Name** : **Spardha Mehta**  
**Designation** : **Trainee - Interior Design**

<b>CTC Structure</b>	<b>Annual Salary In INR</b>	<b>Monthly Salary In INR</b>
<b>Part -A - Fixed</b>		
Basic Salary	350,000	29,167
House Rent Allowance	175,000	14,583
Special Allowance	153,400	12,783
<b>Gross Salary</b>	<b>678,400</b>	<b>56,533</b>
<b>Part B - Retiral</b>		
PF (Company)	21,600	1,800
<b>Total (B)</b>	<b>21,600</b>	<b>1,800</b>
<b>Total (A+B)</b>	<b>700,000</b>	<b>58,333</b>
<b>Part C - PLI</b>	<b>2,00,000</b>	
<b>Part D- Retention Bonus</b>	<b>100,000</b>	
<b>Total (A+B+C+D)</b>	<b>10,00,000</b>	<b>58,333</b>
1) Benefits as per company policy will be additional. 2) Taxes as applicable will be deducted on above		

**Charu Singh**  
**Head - Human Resources**

Awfis Space Solutions Limited.

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

www.awfis.com | Email: info@awfis.com | Phone: 011-66010007

Regd. Office \_\_\_\_\_

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

CIN : U74999DL2014PTC274236





242



Date: 1 June, 2024

## Letter of Intent

Dear Srishti Savant

Architect

Pitara Events And Set Designers,

Gurugram, Haryana, India.

Joining Date : 1 August, 2024

Dear Srishti Savant

It is our pleasure to give you the offer letter on behalf of company Pitara Events And Set Designers, Gurugram, Haryana, India. and the job role would be Architect. Your monthly compensation is according to the salary your CTC would be 6,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

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

*Kishan*

HR Manager



B Block, B-372, Shushant Marg, near The Palms Town & Country Club,  
Sushant Lok Phase I, Sector 43, Gurugram, Haryana 122001



THE  
**MELANGE  
STUDIO**

**LETTER OF OFFER OF EMPLOYMENT**

May 10, 2024.

**Stuti Agrawal**  
**Junior Architect**  
**The Melange Studio,**  
**Delhi, India**

**Dear Stuti Agrawal**

Following our recent discussions, we are delighted to offer you the position of **Junior 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 terms and conditions we are proposing.

Title: **Junior Architect**

Start date: **Aug 11, 2024**

Salary: **4.5LPA**

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

Sincerely,

**Recruitment Manager,**



244



Date: 1 Feb, 2024

## Letter of Intent

Dear Sudarshan Gupta

Sr. Interior Designer

Bani Arora Designs

New Delhi, India

Joining Date : 1 August, 2024

Dear Sudarshan Gupta

It is our pleasure to give you the offer letter on behalf of company 960 E 3rd St, Los Angeles, CA 90013, USA and the job role would be Sr. Interior Designer. Your monthly compensation is according to the salary your CTC would be 6,00,000/- Lakhs per annum. There will be TDS deduction as per the company policy.

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

*Kishor*

HR Manager

87, Mehrauli-Gurgaon Rd, near The Gallery, New Manglapuri, Manglapuri Village,  
Sultanpur, New Delhi, Delhi 110030





245

09 January 2024

Dear Suhail

Congratulations! We are pleased to offer you the position of Software Engineer at Byju's. Your annual cost to company is INR 4 Lakhs per annum.

Your salary will be paid on the last working day of each month through direct deposit/cheque. Your starting date is 24/07/2024, and your base location will be Gurgaon.

As a benefit, the company will pay the full premium for your inclusion under the Group Health Insurance. Gratuity, as per the Gratuity Act, will be given upon leaving the company after completing a minimum of five years of employment.

If you decide to accept this job offer, kindly sign and send back this letter within 1 month. Once we get your confirmation, we'll share your onboarding details.

We look forward to working with you. Please let us know if you have any questions or concerns.

Regards,

Sujal Kumar

HR Manager



3305 Highway 60 West, Faribault, MN 55021



246

Suhani Gupta

Date: June 12, 2024

Designer

Tata 1mg,

Gurugram, Haryana, India

**Sub: Offer Letter for the post of Designer**

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

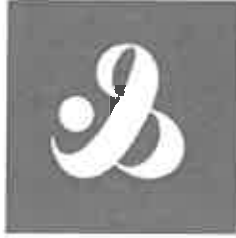
*Rajya Agarwal*

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001

247



**Simple Plan Media,**  
3rd Floor, 252-L, Raja Dhirsain Marg, Sant Nagar,  
East of Kailash, New Delhi, Delhi 110065

Date: 19 July, 2024

## Offer Letter

Sukriti Nautiyal  
Sr. User Experience Designer  
SimplePlan Media,  
Delhi, India

Dear Sukriti Nautiyal

Congratulations! We are pleased to confirm that you have been selected to work for Sr. User Experience Designer at SimplePlan Media ,Delhi, India. are delighted to make you the following job offer.

The position we are offering you is that of Architect at a monthly salary of 60,000/-with an annual cost to company 7,20,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Sr. User Experience Designer
- 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 01-08-2024. Please report to Ms. Kumkum 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 SimplePlan Media ,Delhi, India. to working with you.

Sincerely,

Head HR



Address: 31B, 2nd Floor, IDC,  
Main, Mehrauli-Gurgaon Rd, Sector 16,  
Gurgaon, Haryana 122007  
Phone: 095996 33306  
Email: info@muds.co.in

248



**Sub - Offer Letter**

14 March 2024

Dear Sumit Kumar

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 Business Development Executive. Your employment will begin on 19 September 2024. You will be expected to work 40 Hours per week with your schedule being 9am to 5pm. You will be paid at the rate of Rs. 5 Lakhs Per annum.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format. 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.

Welcome to the team!

Regards,-

Manvi Singh  
HR Manager

This letter is system-generated.



249

**D SIG**

Date: 15 April, 2024

Tanmay Goyal  
Interior Designer  
NMP Design Private Limited,  
New Delhi, Delhi

Dear Tanmay Goyal

**Subject: Offer of Employment at NMP Design Private Limited, New Delhi, Delhi**

We are pleased to extend to you the offer of employment for the Interior Designer at NMP Design Private Limited, New Delhi, Delhi, 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 1 Aug 2024**

**Position: As a 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. Your starting salary will be 4LPA, before deductions and with holdings. 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





250



B-10, Chirag Enclave, Greater Kailash,  
New Delhi, Delhi 110048

**Letter Head**

**Dated 10 April, 2024**

Tanu Agarwal  
Interior Architecture  
Studio Next,  
New Delhi, India

**Subject: Job Offer for the post**

Refer to your interview held in office on dated 20 August, 2024 or the above subjected position Interior Architecture . Further, the management has decided to make a job offer for employment with us for the position of Interior Architecture with our organization. You will be placed at our office based at Studio Next, New Delhi, India. 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. Salary: 5LPA

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 Director**

Formulated offer letter



251

# Geetanjali

## Homestate Pvt Ltd

*tradition of trust*

---

Date: 20 July, 2024

To  
Tanuj Makkar,

Date: 30<sup>th</sup> August, 2024

Sub: Letter Of Intent

Dear Tanuj Makkar,

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, 2024** 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*

---

### **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 Geetanjali Family and wish you all thebest in your new assignment.

Yours Sincerely,

**For and on behalf of Geetanjali Homestate Pvt Ltd.**



Sub - Offer Letter

24 March 2024

Dear Tanya Yadav

We are pleased to extend to you our offer of a full-time position as Assistant Business Development Associate at Kotak Mahindra Bank. We think your abilities will be a perfect fit for our company. The beginning annual salary for this position is 4,50,000/-.

You and the company may end the employment relationship at any moment for any reason. Your employment will be on an at-will basis. This letter does not represent a job offer with a set duration or contract. As a team member of Our Organisation, we kindly request your dedication to providing exceptional quality and outcomes that surpass our clients' 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.

As compensation, we promise to provide you every chance to develop, learn, and reach your full potential. We have no doubt that this new opportunity will be lucrative and challenging for you.

Your acknowledgement of the offer will be shown by your signature and return of this letter. Please reply by July 1st, 2024, at the latest. We are excited to have you join our team! Please do not hesitate to contact us at your earliest convenience if you have any question

Regards,  
Manvi Singh  
HR Manager



253

Tarun Sharma,  
House no. 2113,  
Street No 72, Block -D,  
Laxman Vihar, Phase 2, Gurgaon

Date: 31-05-2024

**OFFER OF EMPLOYMENT**

Dear Tarun,

On behalf of Berger Paints, we congratulate you for successfully completing our campus recruitment process and pleased to extend an offer to you for the position of **Sales Officer Trainee (SOT)** on the terms and conditions discussed mutually. We believe that your knowledge, skills and dedication would be an ideal fit for our team.

You will be under probation for a period of **one year**, and on successful completion of probation, will be absorbed in the regular non-management grade as **Sales Officer (SO)** of the Company.

You are requested to join our organization on **10-06-2024** at our **Rohtak, Haryana** for initial orientation and induction, subsequent to which you shall be posted at any of the locations of the company as decided by the management.

Your CTC breakup is enclosed (Annexure – I) and a list of documents are required in Annexure – II.

The formal letter of appointment will be issued to you at the time of your joining. Kindly accept the offer as a token of your acceptance of the offer.

We look forward to the prospect of a long and mutually rewarding professional relationship.

Yours faithfully,

**FOR BERGER PAINTS INDIA LIMITED**

**(RANJAN BANERJEE)**  
**GROUP HEAD – HR**



**BERGER PAINTS INDIA LIMITED**

Berger House, 129, Park Street, Kolkata - 700 017, Phone : 2229 9724-28, 2229 6005-06, Fax : 91-33-2249 9009/9729, www.bergerpaints.com  
CIN - L51434WB1923PLC004793, E-mail : consumerfeedback@bergerindia.com



**Annexure – I**

**SALES OFFICER TRAINEE COMPENSATION – 2024**

Name:	Tarun Sharma	Grade:	SOT
Location:	Rohtak, Haryana	Function:	Retail
<b>EMOLUMENTS</b>		<b>Per Month (Rs.)</b>	<b>Per Annum (Rs.)</b>
<b>FIXED SALARY AND ALLOWANCES</b>			
Basic Salary		21,100	2,53,200
House Rent Allowance		2,110	25,320
LTA (@ 1-month Basic Salary)		1,758	21,100
<b>Total Monthly Rate (A)</b>		<b>24,968</b>	<b>2,99,620</b>
<b>RETIRALS</b>			
PF (@12% of Basic Salary)		2,532	30,384
Gratuity (@4.81% of Basic Salary)		1,015	12,180
<b>Total (B)</b>		<b>3,547</b>	<b>42,564</b>
<b>Fixed Salary (CTC) (A+B)</b>		<b>28,515</b>	<b>3,42,184</b>
<b>PERQUISITE</b>			
Cell Phone Reimbursement		500	6,000
<b>Total (C)</b>		<b>500</b>	<b>6,000</b>
<b>VARIABLE PAY</b>			
Sales Incentive (Max.)		20,833	2,50,000
Market Working Allowance*		7,500	90,000
<b>Total (D)</b>		<b>28,333</b>	<b>3,40,000</b>
<b>RETENTION BONUS</b>			
Retention Bonus**		1,667	20,000
<b>Total (E)</b>		<b>1,667</b>	<b>20,000</b>
<b>Gross Salary (CTC)</b> (Total of A+B+C+D+E)		<b>59,015</b>	<b>7,08,184</b>

**NOTE:**

1. Sales / Performance Incentive is a variable component and is calculated based on optimal performance of individual on certain value, volume, collection targets achieved on quarterly basis. The indicated figure is on a full year term, based on an assumption that you will earn 100% incentive. The actual pay out shall be based on achieved performance levels on specified performance parameters and is payable only if an individual is on the rolls of the company during the time of each pay out as per rules.
2. Additional benefits extended by the Company as per company policies are Group Mediclaim Insurance Coverage as per grade, applicable for self & Group Personal Accident Insurance Policy as per grade, applicable for self.
3. Leave entitlement in a year: As applicable in the factories / depots as per Company rules. Paid Leave Entitlement in a year: 15 days contingency leave during the yearlong training period
4. \*Market Working Allowance shall have two components, i.e. Basic & Excellence, each having separate criteria.
5. \*\*This is a One-time payout only and shall not be payable thereafter. Retention bonus is payable on completion of two years of employment.

**FOR BERGER PAINTS INDIA LIMITED**

**(RANJAN BANERJEE)**  
**GROUP HEAD – HR**



**BERGER PAINTS INDIA LIMITED**

Berger House, 129, Park Street, Kolkata - 700 017, Phone : 2229 9724-28, 2229 6005-06, Fax : 91-33-2248 9009/9729, www.bergerpaints.com  
CIN - L51434WB1923PLC004793, E-mail : consumerfeedback@bergerindia.com



**Annexure – II**

**List of Documents required\*\*\*:**

<u>Personal Documents</u>	<u>Education</u>	<u>Statutory Forms</u>	<u>Work Experience (If Applicable)</u>	<u>Bank Account Details</u>
Passport size Photograph Pan Card Aadhar Card Voter Id Card	10th Marksheet 12th Marksheet UG –Marksheet & Degree Certificate PG - Marksheet & Degree Certificate (If any)	Form 1 Form 11 Form 2 Form F Medical Form Comparative statement	Appointment Letter Last 2 months Pay slip. Experience Letter Relieving Letter	Cancelled Cheque** (Name Printed) / Passbook Front Page

\*\*Cancel Cheque should have the candidate's name printed on it and the account should not be a Joint Account.

\*\*\* Personal Documents, Educational Documents, Work Experience related Documents (If applicable) and Bank Account details need to upload on the Onboarding link received from Darwinbox HRMS portal via personal email ID and Statutory Forms need to be duly filled & Signed and carried the hard copies (original) on the day of Joining 10-06-2024, soft copy of the Statutory Forms will be available on Darwinbox portal.



**BERGER PAINTS INDIA LIMITED**

Berger House, 129, Park Street, Kolkata - 700 017, Phone : 2229 8724-28, 2229 6005-06, Fax : 91-33-2249 9009/9729, www.bergerpaints.com  
CIN - L51434WB1923PLC004793, E-mail : consumerfeedback@bergerindia.com



25A  
New Balaji Nagar, Sindhi Colony  
Chhatrapati Sambhaji Nagar (Anangabad)  
Maharashtra 431001

## Offer Letter

Date : 17 January 2024

Dear Tehseem

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Python Developer. and you will be based in Gurgaon. In this context, we shall be offering you a total CTC package of Rs. 650000/- 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 22/8/2024 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. 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,

Kiran Gupta

HR Head

A handwritten signature in black ink, appearing to read 'K. Gupta', written over the printed name 'Kiran Gupta'.





Date: 20 July, 2024

## Offer Letter

Tushar Bhati  
Optometrist,  
Birta Eye Care, Eye Hospital, Nepal  
Sugam tole, Birtamod 57204, Nepal

Refer to your interview held in office on dated 21 August, 2024 for the above subjected position.

Further, the management has decided to make a job offer for employment with us for the position of Optometrist, with our organization. You will be placed at our office based at Birta Eye Care, Eye Hospital, Nepal. and will be reporting to Director–Finance and Account.

Your are offered Rs 3LPA 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





256

Date 30 June, 2024

Tushar Yadav

Graphic Designer  
Republic World  
Noida, Uttar Pradesh, India.

Dear Tushar Yadav

We are pleased to offer you the part-time student employment position of Graphic Designer at Republic World, Noida, Uttar Pradesh, India. with a start date of 3 August, 2024 contingent upon You will be reporting directly to Anjali Gupta at Republic World, Noida, Uttar Pradesh, India. We believe your skills and experience are an excellent match for our department. The hourly rate for this position Graphic Designer 7 LPA to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with Republic World, Noida, Uttar Pradesh, India. 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 Pepperidge, 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,

Your Signature





257

Umesh

Date: June 12, 2024

Designer

Tata 1mg,

Gurugram, Haryana, India

Sub: Offer Letter for the post of Designer

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as Designer based at our Tata 1mg, Gurugram, Haryana, India. your CTC will be Rs.500000/- 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 01-8-2024 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

*Rajya Agarwal*

Head HR



Motorola Excellence Centre, Mehrauli-Gurgaon Rd,  
DLF Colony, Sector 14, Gurugram, Haryana 122001

258

Date: 20 June, 2024

## Offer Letter

Varun Singhal  
Architect  
The BIM Engineers,  
Gurugram, Haryana, India

Refer to your interview held in office on dated 21 August, 2024 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 The BIM Engineers, Gurugram, Haryana, India. You are offered Rs 4LPA 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





259

Date 30 June, 2024

## Offer Letter

Vedaansh Mahan Cairae  
Art Director  
Dentsu Creative,  
New Delhi, India

Vedaansh Mahan Cairae

Subsequent to your successful interview with Dentsu Creative, New Delhi, India we are pleased to offer you the position as Art Director in Dentsu Creative, An Dentsu Creative, New Delhi, India. We take pleasure to inform you that your 6.5LPA (Performance Based).

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.

You are requested to join us on or before 5 August, 2024, failing which this employment offer will stand rescinded.

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,

A handwritten signature in black ink, appearing to read 'H. B. ...' with a flourish at the end.

Signing Authority  
Head- Human Resource





RSP Developers

Plot Number- 657, Ground Floor,  
Main Mathura Road, Faridabad Sector 16a,  
Faridabad - 121002

Date: 20 July, 2024

## Offer Letter

Vihaan Nanda  
Coordinating Architect  
RSP Developers,  
Gurugram, Haryana, India

Dear Vihaan Nanda

Congratulations! We are pleased to confirm that you have been selected to work for RSP Developers , Gurugram, Haryana, India We are delighted to make you the following job offer. The position we are offering you is that of Coordinating Architect at a monthly salary of 35,000/-with an annual cost to company 4,20,000. Your working hours will be from 9AM to 6PM, (Starting Week Day to Ending Week Day.)

- Benefits for the position include: Head Coordinating Architect
- 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 20 July, 2024. 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 RSP Developers , Gurugram, Haryana, India . and look forward to working with you.

Sincerely,

Head HR





261

---

Letter of Intent

19 February 2024

Dear Vikramjeet Singh

Welcome to Mirth Media Group

Looking forward to have you in our team. We have pleasure to offer you the post of Social media Executive. Your date of appointment is effective from the date of joining, which shall be on or before 1st JULY 2024 . You will be eligible for annual salary of INR 1,80,000 per annum.

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.

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

Regards,  
Priyanka Gupta  
HR Manager







**MULTI HOME  
REALTORS**

262

## Offer Letter

23 March.2024

Dear Vinod Kumar

**Congratulations!! Our Company is pleased to offer you the position of Business Development professional. Your skills and experience will be an ideal fit for our customer service department.**

**As we discussed, your starting date will be August 1, 2024. The starting salary is Rs 3,00,000 per Annum and is paid on a Monthly basis.**

**Full family medical coverage will be provided through our company's employee benefit plan and will be effective. 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 company. 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. We look forward to welcoming you to the team.**

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

Regards,  
Vimal Sharma  
HR Manager

Digitally Produced Offer letter



263



Vipul Dubey  
Associate Consultant  
Total Synergy Consulting Private Limited,  
Gurugram, Haryana, India

Date-2,June,2024

Dear Vipul Dubey

Total Synergy Consulting Private Limited, Gurugram, Haryana, India. pleased to offer you the position of Job Associate Consultant Your skills and experience will be an ideal fit for our customer service department. As we discussed, your starting date will be July1, 2024. 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 Total Synergy Consulting Private Limited, Gurugram, Haryana, India. 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,

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

Director, Human Resources



Date : 25 April, 2024

Dear Vishakha Vinayak Chavan  
Nurse  
Madhukar Rainbow Hospital,  
Delhi, New Delhi, India

**Subject: Offer of Employment at Madhukar Rainbow Hospital, Delhi, New Delhi, India**

We are delighted to officially appoint you to the position of Nurse at Madhukar Rainbow Hospital, Delhi, New 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: Nurse
- Department: Admin
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2024
- Compensation: 3LPA

Madhukar Rainbow Hospital, Delhi, New Delhi, India. on 20 August, 2024 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**



265

# Sanhit Automation Technology

Subject : Offer Letter

12 February 2024

Dear Vishal Jayaram

Thank you for applying to our company for the position of Sales Executive. 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.

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. 4 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

Gaurav kumar

HR head



Plot No. 467, Sector-37, Paceyty-IIInd. Area, Gurgaon - 122001 (HARYANA)

Phone : - 0124 4034467/68, 2212210

E-mail: - sales@sanhitgroup.com Web : - www.sanhitgroup.com

266

Wipro- 126/127/128,  
Pace City-I, Sector-37  
Gurgaon-122001, Haryana



**Sub: offer Letter**

**23 March 2024**

**Dear Vishal Pal**

**pleased to offer you the position of Software Developer. Your skills and experience will be an ideal fit for our customer service department. Your annual Salary will be 5 lpa per annum.**

**Full family medical coverage will be provided through our company's employee benefit plan and will be effective on March 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 company. 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. We look forward to welcoming you to the team.**

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

**Regards,  
Rajveer Singh  
HR Manager**

Digitally Produced Offer letter



267



## Letter Of Intent

Date : 28 March 2024

Dear Vishnu. N

Following our recent discussions, we are delighted to offer you the position of Junior Sales Executive with Our Organization. Your Annual salary would be INR 3 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.

Rajan Tyagi

HR Head

Generated Hiring Offer letter

R-4, near Metro Station, Block R, Kharera, Hauz Khas, New Delhi, Delhi 110016





**PLANETS PARK**

268

Nirvana Conspord, C 406, Nirvana Country, Sector 50  
Gurgaon, Haryana 122018

**Sub - Offer Letter**

**23 March 2024**

**Dear Vishwa nidhi**

Looking forward to have you in our team. We have pleasure to offer you the post of Business Development Consultant. Your date of appointment is effective from the date of joining, which shall be on or before 7 August 2024. You will be eligible for annual salary of INR 4,00,000 per annum.

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.

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

Welcome to the team!

Regal  
Mankrit Singh  
HR Manager

This official notice has been produced automatically by our system.



269

# Studio JN

## Offer Letter

Date : 17 January 2024

Dear Vivek Bhardwaj

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of Assistant Sales Executive and you will be based in Gurgaon.

In this context, we shall be offering you a total CTC package of Rs. 400000/- 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 22/8/2024 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.

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,

Kiran Gupta

HR Head







**kotak**  
Kotak Mahindra Bank

270

Sub - Offer Letter

24 March 2024

Dear Vivek Singh

We are pleased to extend to you our offer of a full-time position as Assistant Business Development Associate at Kotak Mahindra Bank. We think your abilities will be a perfect fit for our company. The beginning annual salary for this position is 4,00,000/-.

You and the company may end the employment relationship at any moment for any reason. Your employment will be on an at-will basis. This letter does not represent a job offer with a set duration or contract. As a team member of Our Organisation, we kindly request your dedication to providing exceptional quality and outcomes that surpass our clients' 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.

As compensation, we promise to provide you every chance to develop, learn, and reach your full potential. We have no doubt that this new opportunity will be lucrative and challenging for you.

Your acknowledgement of the offer will be shown by your signature and return of this letter. Please reply by July 1st, 2024, at the latest. We are excited to have you join our team! Please do not hesitate to contact us at your earliest convenience if you have any question

Regards,

Manvi Singh

HR Manager





271

Bhoi Nagar, Acharya Vihar Squar,  
Bhubaneswar,  
Odisha, India, 751022.

Yash Behl  
Customer Service New Associate  
accenture,  
Gurugram, India

Congratulations,

Start Date: Your start date will be 21 July 2024

Further, the management has decided to make a job offer for employment with us for the position of Customer Service New Associate with our organization. You will be placed at our office based at Edifice, and will be reporting to Director –Finance and Account. You are offered Rs 4LPA 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

Online Offer Letter



HR Manager, New Associate

Offer letter

17 January 2024

Dear Yashaswani Sharma

Thank you for applying to our company for the position of Junior Software Engineering. 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.

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. 5 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 Saini*  
Rajneesh Saini  
HR head



Address: The Circle – Huda City Centre, 5th Floor, Sector 44, Gurgaon, Haryana, 122002, IN

Phone: +91-98734 93987      Email: xane@xane.ai

14 - Dec -2023

To,  
Yatika Kapoor

**Subject: Offer Letter**

Dear Yatika,

We are delighted to offer you the role of **Trainee - Interior Design** at Awfis Space Solutions Limited ("Company") at its office based out of Delhi . We offer you the **Total Fixed Salary. 7,00,000 - Per annum. (Rs. Seven Lacs Only)**. Additionally, you will be eligible for **performance link incentive of Rs. 2,00,000/- (Rs. Two Lacs Only)** which will be based on achieving mutually agreed KRA's and will be paid in the subsequent quarter following the successful completion of one year of service . Additionally, you will be eligible for **Retention Bonus of Rs. 100,000/- (Rs. One Lac Only)** which will be paid to you on completion of one year of successful service at the end of subsequent financial quarter. Detailed break-up of the CTC is given in Annexure 1..

You are requested to send acceptance of your Resignation Letter or relieving letter of your exiting / previous organization within one (1) day from the date of this Offer Letter, failing which this shall stand null and void. Your employment will be subject to a Three (3) month probation period starting from Date of Joining. The detailed terms of the Employment shall be captured in the Employment Agreement which shall be signed between the Company and You, at the time of joining the Company.

Please note that this Offer Letter is provisional and is based upon the information provided by you at the time of the interview. Any kind of misrepresentation of facts automatically disqualifies You for confirmation / continuation of appointment with Company without any compensation and you shall also be liable for appropriate legal action at the discretion of the Company. This Offer Letter is contingent upon the completion of a background investigation (including but not limited to criminal history check, confirmation of prior employment, and confirmation of educational background) satisfactory to the Company in its sole discretion. By signing this Offer Letter, you are hereby consenting to the background investigation as well. We expect that you shall cooperate fully in those procedures.


Please accept our hearty congratulations and affix your signatures on the copy if this Offer Letter as token of your acceptance within one (1) day from the date of this Offer Letter. We look forward to you joining us and your great tenure in our Company!

Warm Regards



**Charu Singh**  
Head - Human Resources

I Yatika hereby accept and abide by the terms and conditions of this Offer Letter and hereby also undertakes and warrants to the Company that there are no legal proceedings/court cases, inquiries, investigations, complaints and FIR of any nature whatsoever had been initiated, filed, pending or closed against me till date by any person, company/third party, Government bodies or statutory authority etc.



(Signature of Candidate)



Awfis Space Solutions Limited

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

www.awfis.com | Email: info@awfis.com | Phone: 011- 69000657

Regd. Office

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

CIN : U74999DL2014PTC274236

## Annexure 1: Break-up of Cost to Company

Name : Yatika Kapoor  
 Designation : Trainee - Interior Design

CTC Structure	Annual Salary in INR	Monthly Salary in INR
<b>Part -A - Fixed</b>		
Basic Salary	350,000	29,167
House Rent Allowance	175,000	14,583
Special Allowance	153,400	12,783
<b>Gross Salary</b>	<b>678,400</b>	<b>56,533</b>
<b>Part B - Retiral</b>		
PF (Company)	21,600	1,800
<b>Total (B)</b>	<b>21,600</b>	<b>1,800</b>
<b>Total (A+B)</b>	<b>700,000</b>	<b>58,333</b>
<b>Part C - PLI</b>	<b>2,00,000</b>	
<b>Part D- Retention Bonus</b>	<b>100,000</b>	
<b>Total (A+B+C+D)</b>	<b>10,00,000</b>	<b>58,333</b>
1) Benefits as per company policy will be additional. 2) Taxes as applicable will be deducted on above		

**Charu Singh**  
 Head - Human Resources



Awfis Space Solutions Limited.

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

www.awfis.com | Email: info@awfis.com | Phone: 011- 69000657

Regd. Office

C-28-29, Kissan Bhawan, Qutab Institutional Area, New Delhi - 110016

CIN : U74999DL2014PTC274236

Date : 22 March 2024

Offer Letter

Dear Yograj Khatana

Subsequent to your successful interview with our Organization we are pleased to offer you the position as "Sales Executive" in our organization. We take pleasure to inform you that your CTC will be Rs.4.5 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:

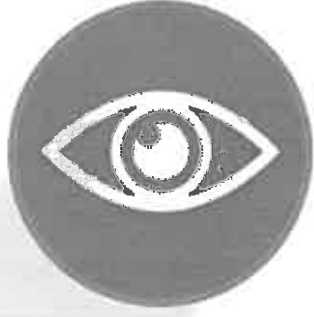
1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent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

Regards  
  
Megah Sharma  
HR Head





275

Date : 05 April, 2024

Dear Yukti Singh  
Optometrist  
Kailash Eye Care,  
Delhi, New Delhi, India

**Subject: Offer of Employment at Kailash Eye Care, Delhi, New Delhi, India**

We are delighted to officially appoint you to the position of Kailash Eye Care, Delhi, New 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: Optometrist
- Department: Optometry
- Reporting to: Sanjay Shukla
- Start Date: 20 August, 2024
- Compensation: 4LPA

Kailash Eye Care, Delhi, New Delhi, India. on 20 August, 2024 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**



276



C-409, First Floor Sector-10, Noida,  
Uttar Pradesh 201301

## OFFER LETTER

April, 12, 2024  
Yuvraj Ahaan Bisht  
Manager  
Global Clearing and Shipping Services,  
Noida, Uttar Pradesh, India

Following our recent discussions, we are delighted to offer you the position of Interior Designer 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 terms and conditions we are proposing.

Title: Manager

Start date: July 01, 2024

Salary: 5LPA

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

Sincerely,

HR Manager,

This letter has been issued automatically.





Wipro- 126/127/128,  
Pace City-I, Sector-37  
Gurgaon-122001, Haryana

277



**Sub: offer Letter**

**23 March 2024**

**Dear Yuvraj Singh Chauhan**

**pleased to offer you the position of Software Developer. Your skills and experience will be an ideal fit for our customer service department. Your annual Salary will be 5 lpa per annum.**

**Full family medical coverage will be provided through our company's employee benefit plan and will be effective on March 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 company. 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. We look forward to welcoming you to the team.**

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

**Regards,  
Rajveer Singh  
HR Manager**



278



Date : 05 June, 2024

Dear Zanwar Rangnath Yatirajji  
Junior Architect  
FivD, Chandigarh, India

Subject: Offer of Employment at FivD, Chandigarh, India

Refer to your interview held in office on dated 20 August, 2024 for the above subjected position Junior Architect. Further, the management has decided to make a job offer for employment with us for the position of Senior Associate Architect with our organization. You will be placed at our office based at FivD, Chandigarh, India. and will be reporting to Manager. You are offered Rs5 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

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

HR Manager



279



**CP Kukreja Architects**  
New Delhi, Delhi, India

Date: 25 June, 2024

**CPK Kukreja Architects Offer Letter**

Dear Zosangvunga  
Architect  
CP Kukreja Architects,  
New Delhi, Delhi, India

Dear Zosangvunga .

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

Position: Architect

Start Date: 12 August, 2024

Salary: 5LPA

Please review the terms and conditions of this offer. If you accept, please sign and return this letter by 30 Days.

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 'Gani'.

HR Manager