

Dear **Kajal Saini**,

It is my pleasure to release the following offer letter of employment to you on behalf of Coincent, further to the interview and discussions you have had with us. You are expected to join us on 1 October 2022. You are appointed to the position of Associate in Legal Department and in this capacity, you will report to Mr. Anamika Gangwar.

Your starting yearly remuneration will be 4.5 LPA. You will be on a training period of 3 months. Your working hours start from 10:00 AM to 06:00 PM with 60 mins break a day and you are scheduled to work through Monday to Saturday. We keep holidays on all Sundays.

After successful completion of the 3 month period and review thereof, we will evaluate you for employment based upon your performance during your training period. You shall receive your payment 1st of every month. Offer stands cancelled in case of any deviations in the information or if you fail to report to me on or before the pre-decided date.

You will need to submit all self-attested qualification documents, relieving documents, and salary slips (if any) for the last three months with a copy of each, on the date of joining. As discussed, we would expect you to at least work with us for 3 Months. In case you leave us in between you have to give a minimum of 30 days of the notice period. If you fail to give this notice period the company is not liable to provide a relieving letter or any remuneration.

I look forward to an enduring relationship with you.

Thanks & Regards,  
Aditi Yadav  
HR Manager, Coincent  
Email: [aditi@coincident.ai](mailto:aditi@coincident.ai)

