

Ref: MCHLN/DEC2812/Mohali

Date: 28-12-2018

Sub: Offer letter

Dear Manika,

This is with reference to your interview with us.

It is our pleasure to inform you that upon assessment we have found your skills and competencies matching our requirements. Accordingly, we offer you this opportunity to team with our company. You will be designated as '**Business Development Trainee**'.

### **Acceptance and Commencement**

Your appointment will be effective till 07.01.19. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Please report on the joining date at **10:00 a.m.** Note that it is important to be on time to complete the joining formalities.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and your salary structure and allowances will be given with your appointment letter as mutually agreed.

- You are required to bring following:
  - a) Latest passport size photograph.
  - b) Copy of service certificates of your previous jobs with originals.
  - c) Copy of birth certificate/school leaving certificate showing date of birth.
  - d) Copy of educational qualification certificates with originals.
  - e) Bank account details.
  
- On joining you will be required to furnish:
  - a) Relieving letter and Experience Certificates from your present employer.
  - b) Last drawn Salary Slip / Certificate showing monthly Salary and Annual Benefits, from the present employer.

You shall join the services of the Company on or before 07.01.19. We shall appreciate your confirmation of acceptance of the above offer latest by 31.12.18. Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed appointment letter containing terms and conditions will be given to you on your joining.

With warm regards,



**Umesh Awasthy**

**Global Head Talent Acquisition & AIP**

Accepted-----

Signature

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Date